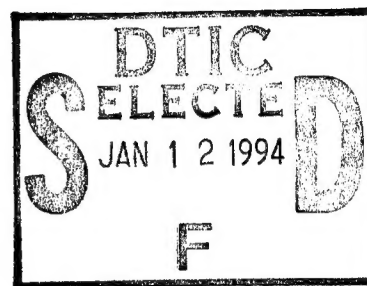


NAVAL POSTGRADUATE SCHOOL MONTEREY, CALIFORNIA



THESIS

AN INFORMATION ARCHITECTURE FOR THE
NAVAL POSTGRADUATE SCHOOL ENTERPRISE

APPENDIX D: NPS ANALYSIS IEFTM PRINTOUTS

by

Paul John Russo

September, 1994

Thesis Co-Advisors:

Magdi Kamel
Arthur Schoenstadt

Approved for public release; distribution is unlimited.

DTIC QUALITY INSPECTED 3

19950111 113

REPORT DOCUMENTATION PAGE

Form Approved OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188) Washington DC 20503.

1. AGENCY USE ONLY (Leave blank)	2. REPORT DATE September 1994.	3. REPORT TYPE AND DATES COVERED Master's Thesis	
4. TITLE AND SUBTITLE AN INFORMATION ARCHITECTURE FOR THE NAVAL POSTGRADUATE SCHOOL ENTERPRISE -- APPENDIX D: IEF TM ANALYSIS PRINTOUTS (U)		5. FUNDING NUMBERS	
6. AUTHOR(S) Paul John Russo			
7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES) Naval Postgraduate School Monterey CA 93943-5000		8. PERFORMING ORGANIZATION REPORT NUMBER	
9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)		10. SPONSORING/MONITORING AGENCY REPORT NUMBER	
11. SUPPLEMENTARY NOTES The views expressed in this thesis are those of the author and do not reflect the official policy or position of the Department of Defense or the U.S. Government.			
12a. DISTRIBUTION/AVAILABILITY STATEMENT Approved for public release; distribution is unlimited.		12b. DISTRIBUTION CODE *A	
13. ABSTRACT (maximum 200 words) An analysis of the Naval Postgraduate School (NPS) enterprise provides a model of the organization's information architecture. The information architecture analysis uses the Information Engineering methodology, with automated support from the Texas Instruments' Computer Aided Software Engineering (CASE) tool Information Engineering Facility TM (IEF TM). Distributed separately due to its size, Appendix D provides the various IEF TM printouts used for the NPS enterprise and information architecture analyses.			
14. SUBJECT TERMS INFORMATION ARCHITECTURE, CASE TOOL, INFORMATION ENGINEERING FACILITY TM , IEF TM		15. NUMBER OF PAGES 737	16. PRICE CODE
17. SECURITY CLASSIFICATION OF REPORT Unclassified	18. SECURITY CLASSIFICATION OF THIS PAGE Unclassified	19. SECURITY CLASSIFICATION OF ABSTRACT Unclassified	20. LIMITATION OF ABSTRACT UL

NSN 7540-01-280-5500

Standard Form 298 (Rev. 2-89)

Prescribed by ANSI Std. Z39-18 298-102

APPENDIX D: NPS ANALYSIS IEF™ PRINTOUTS

This appendix provides the IEF™ system printouts in support of the Chapter IV analysis of the NPS enterprise. The contents of each Tab is identified below:

TAB	DESCRIPTION
A	Organizational Hierarchy Diagram (OHD)
B	Top-Level Functions in Activity Hierarchy
C	Function vs. Organizational Unit Matrix
D	Subject Areas, Entity Types, Relationships
E	Entity-Relationship Diagram (Foldout)
F	Function vs. Entity Type Matrix
G	Entity Type vs. Organizational Unit Matrix
H	Function vs. Entity Type Matrix (Clustered)
I	Info System vs. Organizational Unit Matrix
J	Info System vs. Entity Type Matrix
K	Info System vs. Function Matrix
L	Entity Type and Entity Sub-type Attributes
M	Activity Hierarchy Diagram (AHD) Decomposition
N	Activity Definition Report

Accession For	
NTIS CRA&I	<input checked="checked" type="checkbox"/>
DTIC TAB	<input type="checkbox"/>
Unannounced	<input type="checkbox"/>
Justification _____	
By _____	
Distribution/ _____	
Availability Codes	
Dist	Avail and/or Special
A-1	

TAB A TO APPENDIX D

Organizational Hierarchy Diagram (OHD)

NAVAL POSTGRADUATE
SCHOOL

000
CODE 007 SUP EXECUTIVE
ASSISTANT

000
PROVOST CODE 01

000
RESOURCE MANAGEMENT CODE
02

000
PROGRAMS CODE 03

000
MILITARY OPERATIONS CODE
04

000
TENANT COMMANDS

TENANT COMMANDS

DENTAL

DHRSC

DIS

DMDC

DRMI

FLENUMETOCEN

MEDICAL

NAVSECGRUDET

NCIS

NOAA

NRL

NTCC

PERSEREC

PSD

TRADOC

MILITARY OPERATIONS CODE
04

000
ASSITANT MIL OPS CODE
04A

MILITARY BUDGET ASST
CODE 04B

CHAPLAIN CODE 46

ASSITANT MIL OPS CODE
04A

PUBLIC AFFAIRS CODE 042

SECURITY MANAGER CODE
043

000
ENL XO AND ADMIN SRVCS
CODE 41

000
SUPPLY CODE 42

000
PUBLIC WORKS CODE 43

000
SECURITY OFFICE CODE 44

000
MWR CODE 45

FAMILY SERVICE CODE 47

NEX CODE 48

BOQ AND BEQ CODE 49

MWR CODE 45

MWR ADMIN CODE 45A

COMO CLUB CODE 45C

SPORTS CODE 45G

RECREATION CODE 45R

YOUTH CENTER CODE 45Y

COMO DIVISION CODE 451E

CHILD DEVELOPMENT CODE
452C

SECURITY OFFICE CODE 44

LAW ENFORCEMENT OPS CODE
441

FIRE CHIEF CODE 443

FIRE INSPECTOR CODE 443A

SECURITY INVESTIGATIONS
CODE 444

SECURITY ADMIN CODE 442

VEHICLE REGISTRATION

PUBLIC WORKS CODE 43

000

ASSISTANT PW CODE 43A

CIVIL ENGINEER CODE 43B

ENVIRONMENT PROTECTION
CODE 43E

HOUSING CODE 43H

DROICC CODE 43R

ENGINEERING DIVISION
CODE 436

ASSISTANT PW CODE 43A

SHOPS DIVISION CODE 431

TELEPHONE MECHANIC CODE
43T

SRVCS CONTRACTS CODE 432

PW ADMIN ASST CODE 434

MAINTENANCE CONTROL CODE
435

PW COMPUTER SPECIALIST
CODE 43CP

SUPPLY CODE 42

MATERIAL DIVISON CODE
421

CONTROL DIVISION CODE
422

FOOD SERVICE CODE 423

ENL XO AND ADMIN SRVCS
CODE 41

CCC CODE 41A

STAFF ADMIN CODE 412

PROGRAMS CODE 03

ASSISTANT PROGRAMS CODE
03A

CIVILIAN INSTITUTIONS
CODE 031

PROGRAMS AND PLANS CODE
032

STUDENT ADMIN CODE 032A

GRADUATION COORDINATOR
CODE 032B

STUDENT PROJECTS CODE
032D

EDUCATIONAL MEDIA CODE
032E

AVIATION SAFETY CODE 034

INTERNATIONAL PROGRAMS
CODE 035

STUDENTS

HUMAN RESOURCES CODE 22

HUMAN RELATIONS CODE 221

AFFIRMATIVE EMPLOYMENT
CODE 222ADP AND TECH SUPPORT
CODE 223EMPLOYEE DEVELOPMENT
CODE 224

PERSONNEL CODE 22A

COMPTROLLER CODE 21

ASSISTANT COMPTROLLER
CODE 210

TRAVEL CODE 210T

OPTAR CODE 211

REIMBURSABLES CODE 212

FISCAL ANALYSIS CODE 213

TIMEKEEPING CODE 214

PROVOST CODE 01

000

ASSISTANT PROVOST

000

STUDENTS CODE 03

000

COMPUTER AND INFO SRVCS
CODE 05

000

INSTRUCTION CODE 06

000

FACULTY CODE 07

000

RESEARCH CODE 08

RESEARCH CODE 08

RESEARCH ADMIN SUPPORT
CODE 81

ACADEMIC SRVCS CODE 82

THESIS PROCESSING CODE
82SD

FACULTY CODE 07

ASSOCIATE FACULTY

MILITARY FACULTY CODE
07M

000

ACADEMIC CHAIRS

PRINTING CODE DPS

ACADEMIC CHAIRS

AA

CS

EC

MA

ME

NR

NS

OC

OR

PH

SM

IAC

000

INSTRUCTION CODE 06

ASSISTANT INSTRUCTION
CODE 06M

ACADEMIC ASSOCIATES

REGISTRAR CODE 61

MGMT ANALYST CODE 611

CLASS SCHEDULER CODE 612

ADMISSIONS CODE 62

DRMI CODE 64

DERSC CODE 65

OP MED INFO LAB CODE 66

COMPUTER AND INFO SRVCS
CODE 05

ASSISTANT COMPUTER CODE
05A

ACADEMIC COMPUTING CODE
51

LIBRARIAN CODE 52

MIS CODE 53

ADP SECURITY CODE 54

STUDENTS CODE 03

ASSISTANT STUDENTS CODE
03B

USMC REP CODE 037

USA REP CODE 038

USAF REP CODE 039

000

CURRICULAR OFFICERS

CURRICULAR OFFICERS

OR CODE 30

AERO CODE 31

ECE CODE 32

WEPS CODE 33

USW AND EW CODE 3A

NAVAL ENG CODE 34

AIR OCEAN CODE 35

ADMIN CODE 36

COMPUTER TECH CODE 37

NSA CODE 38

C3 AND SPACE CODE 39

ASSISTANT PROVOST

ACADEMIC PLANNING CODE
011

ACADEMIC BUDGET CODE
0112

INSTITUTIONAL RESEARCH
CODE 0113

CODE 007 SUP EXECUTIVE
ASSISTANT

CODE 001 FLAG LT

CODE 005 OSH MGR

CODE 006 LEGAL

CODE 008 MGMT CONTROL

CODE 009 EEO

CODE 034M FLIGHT DOC

TAB B TO APPENDIX D

Top-Level Functions in Activity Hierarchy

Tab B to Appendix E

Model : NPS DATA MODEL VERSION 5
Subset: ALL

Aug. 27, 1994

Information Strategy Planning

FUNCTION:

ADMINISTER AVIATION SAFETY PRGM

Operate the aviation safety courses offered by the Aviation Safety Programs Division. [SORM: 229.a.]

ADMINISTER CIV INSTRUCTION PRGMS

Administer fully-funded graduate education programs at civilian universities (the Superintendent will coordinate monitoring and reporting on campus between students in Civilian Institution Programs and the local Professors of Naval Science). [SORM: 104]

ADMINISTER CONTINUING ED PRGMS

Administer the continuing education/off duty efforts at the graduate level within established policy guidelines. [SORM: 104]

Plan, produce, conduct and administer programs of educational services using nontraditional approaches to help naval officers, other authorized U.S. and international officer and civilian personnel, and eligible enlisted military personnel to acquire, maintain and improve their competence through continuing education and updating their educational abilities in a cost-effective manner. [SORM: 200.b.(9)]

ADMINISTER EDUCATION PROGRAMS

ADMINISTER FULLY FUNDED PROGRAMS

Administers the fully-funded graduate education programs at the Naval Postgraduate School, other service graduate schools, and civilian universities. [SORM: 104]

ADMINISTER NPS ACADEMIC PROGRAMS

Provide overall academic administration of the Naval Postgraduate School. [SORM: 103.a.]

ADMINISTER NPS OFFICER STUDENTS

Supervise the conduct, fitness, and effectiveness of the officer students assigned to study at the Naval Postgraduate School. [SORM: 103.a.]

ADMINISTER NPS PROGRAMS

Administer the fully-funded graduate education programs at the Naval Postgraduate School. [SORM: 104]

ADMINISTER NPS RESEARCH PROGRAM

Administer the research program of the School and be responsible for planning the research program, preparing budgets, maintaining contact with sponsors, and proposing and administering policies and procedures to carry out the research program. [SORM: 289.a.]

ADMINISTER OTHER USN SCHOOL PRGM

Administer the fully-funded graduate education programs at other service (Navy only) schools. [SORM: 104]

CONDUCT OTHER INSTRUCTION AS DIR

Conduct other instruction as may be requested or directed by higher authority. [SORM: 200.b.(23)]

COORDINATE ACADEMIC PROGRAMS

Provide academic coordination for all postgraduate education programs in the Navy. [SORM: 104]

COORDINATE SUBAREA SIX

Serve as the Sub-Area Six Coordinator over naval activities in the geographical areas of Santa Cruz, San Benito, Monterey, and San Luis Obispo counties. [SORM: 100; 200.b.(25)]

DIRECT DRMI

Serve as Director, Defense Resources Management Institute. [SORM: 200.b.(25)]

EXERCISE BUDGETARY CONTROL

Exercise budgetary and funding control over allocated funds. [SORM: 200.b.(15)]

KEEP CNO ADVISED

Keep the Chief of Naval Operations advised regarding progress and general results of the education, administration, and logistic support being provided. [SORM: 200.b.(24)]

MANAGE ALL NPS RESOURCES

MANAGE ALL PROGRAM CURRICULA

PERFORM ALL ASSIGNED DUTIES

The functional guides in the SORM (NAVPGSCOLINST 5400.2) set forth the basic objectives of NPS staff billets and provide duties, responsibilities, authority, and principal tasks that must be accomplished to fulfill the assigned objectives. [SORM: 107]

PROVIDE INSTRUCTION TO STUDENTS

PROVIDE NPS NON ACADEMIC SUPPORT

Provide all non-academic administrative and logistic services and support to the command. [SORM: 103.a. and 240.a.]

TAB C TO APPENDIX D
Function vs. Organizational Unit Matrix

Cell Values:

= Not referenced

X = Include

1	2	3
4	5	6
7	8	9

Organizational Unit	Function	EXERCISE BUDGETARY CONTROL	MANAGE ALL PROGRAM CURRICULA	MANAGE ALL NPS RESOURCES	ADMINISTER NPS ACADEMIC PROGRAMS	ADMINISTER NPS OFFICER STUDENTS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	ADMINISTER CONTINUING ED PRGMS	CONDUCT OTHER INSTRUCTION AS DIR	PROVIDE INSTRUCTION TO STUDENTS	KEEP CNO ADVISED	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
NAVAL POSTGRADUATE SCHOOL		9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	6
CODE 007 SUP EXECUTIVE ASSISTANT		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	6
CODE 001 FLAG LT				6														6
CODE 005 OSH MGR		6		6		X												6
CODE 006 LEGAL						X												6
CODE 008 MGMT CONTROL					X					X	X	X	X	X	X			6
CODE 009 EEO				X														6
CODE 034M FLIGHT DOC						X	6		X									6
PROVOST CODE 01		9	9	8	9			9		8	9	9	9	9	9			6
ASSISTANT PROVOST		X	X	X	X			X		X	X	X	X	X	X			6
ACADEMIC PLANNING CODE 011		8	8	8	8						8	8	8	8				6
ACADEMIC BUDGET CODE 0112		8		8														6
INSTITUTIONAL RESEARCH CODE 0113					X			6			X	X	X	X				6
STUDENTS CODE 03		8	8		8	8					8	8	8	8				6
ASSISTANT STUDENTS CODE 03B						8												6
USMC REP CODE 037						8								6				6
USA REP CODE 038						8								6				6
USAF REP CODE 039						8								6				6
CURRICULAR OFFICERS		6	6		6	6									6			6
OR CODE 30		6	6		6	6									6			6
AERO CODE 31		6	6		6	6									6			6
ECE CODE 32		6	6		6	6									6			6
WEPS CODE 33		6	6		6	6									6			6
USW AND EW CODE 3A		6	6		6	6									6			6

Model :NPS DATA MODEL VERSION 5
 Subset:ALL

Date: Aug. 27, 1994
 Time: 14:25 Page: (2,1)

Cell Values:

= Not referenced

X = Include

1	2	3
4	5	6
7	8	9

Organizational Unit	Function	EXERCISE BUDGETARY CONTROL	MANAGE ALL PROGRAM CURRICULA	MANAGE ALL NPS RESOURCES	ADMINISTER NPS ACADEMIC PROGRAMS	ADMINISTER NPS OFFICER STUDENTS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	ADMINISTER CONTINUING ED PRGMS	CONDUCT OTHER INSTRUCTION AS DIR	PROVIDE INSTRUCTION TO STUDENTS	KEEP CNO ADVISED	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
NAVAL ENG CODE 34		6	6		6	6									6			6
AIR OCEAN CODE 35		6	6		6	6									6			6
ADMIN CODE 36		6	6		6	6									6			6
COMPUTER TECH CODE 37		6	6		6	6									6			6
NSA CODE 38		6	6		6	6									6			6
SSO CODE 38B						6	6											6
C3 AND SPACE CODE 39		6	6		6	6									6			6
COMPUTER AND INFO SRVCS CODE 05		6		8			8											6
ASSISTANT COMPUTER CODE 05A		6		8			6											6
ACADEMIC COMPUTING CODE 51		6		X											X			6
LIBRARIAN CODE 52		6		X			6								X			6
MIS CODE 53		6		X			6											6
ADP SECURITY CODE 54		X		X			7								X			6
INSTRUCTION CODE 06		6	6	6	6	6					6	6	6	6	8			6
ASSISTANT INSTRUCTION CODE 06M		6	6	6	6	6					6	6	6	6	8			6
ACADEMIC ASSOCIATES			6		6	6					6	6	6	6	6			6
REGISTRAR CODE 61		6			6	6												6
MGMT ANALYST CODE 611					6	6												6
CLASS SCHEDULER CODE 612					6	6												6
ADMISSIONS CODE 62		6			6	6					6	6	8					6
DRMI CODE 64		6								8				6	6		X	6
DHRSC CODE 65		6					6										X	6
OP MED INFO LAB CODE 66		6					6										X	6
FACULTY CODE 07		8	8	8	8		8				8	8	9	8	8			6

Model :NPS DATA MODEL VERSION 5
 Subset:ALL

Date: Aug. 27, 1994
 Time: 14:25 Page: (3,1)

Cell Values:

= Not referenced

X = Include

1	2	3
4	5	6
7	8	9

Organizational Unit	Function	EXERCISE BUDGETARY CONTROL	MANAGE ALL PROGRAM CURRICULA	MANAGE ALL NPS RESOURCES	ADMINISTER NPS ACADEMIC PROGRAMS	ADMINISTER NPS OFFICER STUDENTS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	ADMINISTER CONTINUING ED PRGMS	CONDUCT OTHER INSTRUCTION AS DIR	PROVIDE INSTRUCTION TO STUDENTS	KEEP CNO ADVISED	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
ASSOCIATE FACULTY		8	8	8	8			8			8	8	8	8	8			6
MILITARY FACULTY CODE 07M								X	6					6	6			6
ACADEMIC CHAIRS		8		8	8			X			6	6	6	8	8			6
AA		8		8	8			X			6	6	6	8	8			6
CS		8		8	8			X			6	6	6	8	8			6
EC		8		8	8			X			6	6	6	8	8			6
MA		8		8	8			X			6	6	6	8	8			6
ME		8		8	8			X			6	6	6	8	8			6
NR		8		8	8			X			6	6	6	8	8			6
NS		8		8	8			X			6	6	6	8	8			6
OC		8		8	8			X			6	6	6	8	8			6
OR		8		8	8			X			6	6	6	8	8			6
PH		8		8	8			X			6	6	6	8	8			6
SM		8		8	8			X			6	6	6	8	8			6
IAC		8		8	8			X			6	6	6	8	8			6
CC		8		8	8			X			6	6	6	8	8			6
EW		8		8	8			X			6	6	6	8	8			6
SP		8		8	8			X			6	6	6	8	8			6
UW		8		8	8			X			6	6	6	8	8			6
PRINTING CODE DPS		X		X	X		X	X			X	X	X	X	X			6
RESEARCH CODE 08		8		8				8										6
RESEARCH ADMIN SUPPORT CODE 81		6		6				6										6
ACADEMIC SRVCS CODE 82		6		6				6										6
THESIS PROCESSING CODE 82SD		6		6			X	6						X	X			6

Model :NPS DATA MODEL VERSION 5

Date: Aug. 21, 1994

Subset:ALL

Time: 14:25 Page: (4,1)

Cell Values:

= Not referenced

X = Include

1	2	3
4	5	6
7	8	9

Organizational Unit	Function	EXERCISE BUDGETARY CONTROL	MANAGE ALL PROGRAM CURRICULA	MANAGE ALL NPS RESOURCES	ADMINISTER NPS ACADEMIC PROGRAMS	ADMINISTER NPS OFFICER STUDENTS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	ADMINISTER CONTINUING ED PRGMS	CONDUCT OTHER INSTRUCTION AS DIR	PROVIDE INSTRUCTION TO STUDENTS	KEEP CNO ADVISED	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
RESOURCE MANAGEMENT CODE 02		9	9	X	X			X	X	X	X	X	X	X	X			6
COMPTROLLER CODE 21		8	8	X	X			X	X	X	X	X	X	X	X			6
ASSISTANT COMPTROLLER CODE 210		8	8	X	X			X	X	X	X	X	X	X	X			6
TRAVEL CODE 210T		6	6															6
OPTAR CODE 211		6	6															6
REIMBURSABLES CODE 212		6	6															6
FISCAL ANALYSIS CODE 213		6	6															6
TIMEKEEPING CODE 214		6	6															6
HUMAN RESOURCES CODE 22		8	8															6
HUMAN RELATIONS CODE 221			X															6
AFFIRMATIVE EMPLOYMENT CODE 222			X															6
ADP AND TECH SUPPORT CODE 223			X															6
EMPLOYEE DEVELOPMENT CODE 224			X															6
PERSONNEL CODE 22A			X															6
COMMAND EVALUATION CODE 23			X	X	X	X	X	X	X	X	X	X	X	X	X			6
PROGRAMS CODE 03		8	8	8	8	8		8			8	8	8	8				6
ASSISTANT PROGRAMS CODE 03A		8	8	8	8	8		8			8	8	8	8				6
CIVILIAN INSTITUTIONS CODE 031		6	6								8							6
PROGRAMS AND PLANS CODE 032		X	X	X	X						X	X	X			X		6
STUDENT ADMIN CODE 032A			X		6													6
GRADUATION COORDINATOR CODE 032B			X		X													6
STUDENT PROJECTS CODE 032D			X															6
EDUCATIONAL MEDIA CODE 032E			X	X														6
AVIATION SAFETY CODE 034								8						6	6			6

Model :NPS DATA MODEL VERSION 5

Date: Aug. 27, 1994

Subset:ALL

Time: 14:25 Page: (5,1)

Cell Values:

= Not referenced

X = Include

1	2	3
4	5	6
7	8	9

Organizational Unit	Function	EXERCISE BUDGETARY CONTROL	MANAGE ALL PROGRAM CURRICULA	MANAGE ALL NPS RESOURCES	ADMINISTER NPS ACADEMIC PROGRAMS	ADMINISTER NPS OFFICER STUDENTS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	ADMINISTER CONTINUING ED PRGMS	CONDUCT OTHER INSTRUCTION AS DIR	PROVIDE INSTRUCTION TO STUDENTS	KEEP CNO ADVISED	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
INTERNATIONAL PROGRAMS CODE 035	6				6					X				6	6			6
STUDENTS					X	X		X			X	X	X	X	X			6
MILITARY OPERATIONS CODE 04	8		8				8										8	6
ASSITANT MIL OPS CODE 04A	8		8				8										8	6
PUBLIC AFFAIRS CODE 042	6		X				6											6
SECURITY MANAGER CODE 043	6		X				6											6
ENL XO AND ADMIN SRVCS CODE 41	6		X				6											6
CCC CODE 41A							6											6
STAFF ADMIN CODE 412	X		X				6											6
SUPPLY CODE 42	6		6				6										X	6
MATERIAL DIVISON CODE 421	6		X				6										X	6
CONTROL DIVISION CODE 422	6		X				6										X	6
FOOD SERVICE CODE 423	6		X				6											6
PUBLIC WORKS CODE 43	6		6				6										X	6
ASSISTANT PW CODE 43A	6		X				6										X	6
SHOPS DIVISION CODE 431	6		X				6											6
TELEPHONE MECHANIC CODE 43T	6		6				6											6
SRVCS CONTRACTS CODE 432	6		6				6										X	6
PW ADMIN ASST CODE 434			X				6											6
MAINTENANCE CONTROL CODE 435	6		X				6										X	6
PW COMPUTER SPECIALIST CODE 43CP	6		X				6											6
CIVIL ENGINEER CODE 43B	6		X				6										X	6
ENVIRONMENT PROTECTION CODE 43E	6		X				6										X	6
HOUSING CODE 43H	6		6				6											6

Model :NPS DATA MODEL VERSION 5

Date: Aug. 27, 1994

Subset:ALL

Time: 14:25 Page: (6,1)

Cell Values:

= Not referenced

X = Include

1	2	3
4	5	6
7	8	9

Organizational Unit	Function	EXERCISE BUDGETARY CONTROL	MANAGE ALL PROGRAM CURRICULA	MANAGE ALL NPS RESOURCES	ADMINISTER NPS ACADEMIC PROGRAMS	ADMINISTER NPS OFFICER STUDENTS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	ADMINISTER CONTINUING ED PRGMS	CONDUCT OTHER INSTRUCTION AS DIR	PROVIDE INSTRUCTION TO STUDENTS	KEEP CNO ADVISED	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
DROICC CODE 43R				X			6										X	6
ENGINEERING DIVISION CODE 436	6		X				6										X	6
SECURITY OFFICE CODE 44	6		X				6											6
LAW ENFORCEMENT OPS CODE 441	6		X				6											6
FIRE CHIEF CODE 443	6		X				6											6
FIRE INSPECTOR CODE 443A							6											6
SECURITY INVESTIGATIONS CODE 444							6											6
SECURITY ADMIN CODE 442							6											6
VEHICLE REGISTRATION							6											6
MWR CODE 45	6	6			X		6											6
MWR ADMIN CODE 45A	6		X		X		6											6
COMO CLUB CODE 45C	6		X		X		6											6
SPORTS CODE 45G	6		X		X		6											6
RECREATION CODE 45R	6		X		X		6											6
YOUTH CENTER CODE 45Y			X		X		6											6
COMO DIVISION CODE 451E	6		X		X		6											6
CHILD DEVELOPMENT CODE 452C	6		X		X		6											6
FAMILY SERVICE CODE 47	6		X		X		6											6
NEX CODE 48	6		X		X		6											6
BOQ AND BEQ CODE 49	6		X		X		6											6
MILITARY BUDGET ASST CODE 04B	6		6		X		6											6
CHAPLAIN CODE 46			X		X		6						X	X				6
TENANT COMMANDS					6	6	6										X	6
DENTAL					6	6											X	6

Model :NPS DATA MODEL VERSION 5
Subset:ALL

Date: Aug. 27, 1994
Time: 14:25 Page: (7,1)

Cell Values:

= Not referenced

X = Include

1 2 3
4 5 6
7 8 9

Organizational Unit	Function	EXERCISE BUDGETARY CONTROL	MANAGE ALL PROGRAM CURRICULA	MANAGE ALL NPS RESOURCES	ADMINISTER NPS ACADEMIC PROGRAMS	ADMINISTER NPS OFFICER STUDENTS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	ADMINISTER CONTINUING ED PRGMS	CONDUCT OTHER INSTRUCTION AS DIR	PROVIDE INSTRUCTION TO STUDENTS	KEEP CNO ADVISED	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
DHRSC								6								X	6	
DIS					6	6										X	6	
DMDC								6								X	6	
DRMI										6						X	6	
FLENUMETOCEN								6								X	6	
MEDICAL					6	6										X	6	
NAVSECGRUDET							6									X	6	
NCIS					6	6										X	6	
NOAA																X	6	
NRL						6	6									X	6	
NTCC						6										X	6	
PERSEREC								6								X	6	
PSD					6	6										X	6	
TRADOC								6								X	6	

TAB D TO APPENDIX D
Subject Areas, Entity Types, Relationships

Type	Name
Subject Area	NPS DATA MODEL VERSION 5
Subject Area	NAVAL POSTGRADUATE SCHOOL
Subject Area	AGREEMENTS
Entity Type	AGREEMENT
Relationship	Sometimes CREATES One or More CIVILIAN INSTITUTION INSTRUCTION
Relationship	Sometimes CREATES One or More ACADEMIC COURSE INSTRUCTION
Relationship	Sometimes OBTAINS One or More STUDENT RESEARCH
Relationship	Sometimes OBTAINS One or More FACULTY RESEARCH
Relationship	Sometimes ACQUIRES AND ALLOWS USE OF One or More LAND
Relationship	Sometimes IS DEVELOPED THROUGH One or More NPS PROGRAM
Relationship	Sometimes IS REQUIRED BY One or More NPS PLAN
Relationship	Sometimes IS CREATED AND MAINTAINED BY One or More GENERIC NPS STUDENT
Relationship	Sometimes IS CREATED AND MAINTAINED BY One or More GENERIC NPS STAFF
Relationship	Sometimes IS CREATED AND MAINTAINED BY One or More GENERIC NPS FACULTY
Relationship	Sometimes IS CREATED AND MAINTAINED BY One or More TENANT COMMAND
Relationship	Sometimes IS CREATED AND MAINTAINED BY One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes IS CREATED AND MAINTAINED BY One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes PROVIDES One or More MATERIAL
Relationship	Sometimes PROVIDES One or More GENERIC FUND
Relationship	Sometimes OBTAINS USE OF One or More FACILITY
Relationship	Sometimes OBTAINS One or More GENERIC RESEARCH CAPABILITY
Relationship	Sometimes OBTAINS USE OF One or More MILITARY OPS SUPPORT CAPABILITY
Relationship	Sometimes CREATES One or More GENERIC INSTRUCTION CAPABILITY
Relationship	Sometimes IS CREATED AND MAINTAINED BY One NAVAL POSTGRADUATE SCHOOL

CAPABILITIES

Sometimes IS_SPONSORED BY One or More DOD_ORGANIZATION
 Sometimes IS_DEVELOPED THROUGH One or More NPS_PROGRAM
 Sometimes DEVELOPED THROUGH One or More NPS_PLAN
 Sometimes IS_OPERATED BY One or More GENERIC_NPS_STUDENT
 Sometimes IS_OPERATED AND CONTROLLED BY One or More GENERIC_NPS_STAFF
 Sometimes IS_OPERATED AND CONTROLLED BY One or More GENERIC_NPS_FACULTY
 Sometimes IS_OPERATED AND CONTROLLED BY One or More TENANT_COMMAND
 Sometimes IS_OPERATED AND CONTROLLED BY One or More NPS_ORGANIZATIONAL_CODE
 Sometimes IS_OPERATED AND CONTROLLED BY One or More ACADEMIC_DEPT_OR_GROUP
 Sometimes REQUIRES One or More MATERIAL
 Sometimes IS_CONTAINED IN One or More LOCATION
 Sometimes IS_REGULATED BY One or More GENERIC_GUIDANCE
 Sometimes REQUIRES One or More GENERIC_FUND
 Sometimes IS_ALLOCATED RESOURCES BY One or More GENERIC_BUDGET
 Sometimes IS_INSTALLED AT One or More FACILITY
 Sometimes PROVIDES One or More GENERIC_RESEARCH_CAPABILITY
 Sometimes PROVIDES One or More MILITARY_OPS_SUPPORT_CAPABILITY
 Sometimes PROVIDES One or More GENERIC_INSTRUCTION_CAPABILITY
 Sometimes ARE_CAPABILITIES OF One NAVAL_POSTGRADUATE_SCHOOL

Subject Area	-INSTRUCTION CAPABILITIES
Entity Type	ACADEMIC COURSE INSTRUCTION
Relationship	Sometimes IS_CREATED_BY One or More AGREEMENT
Entity Type	CIVILIAN INSTITUTION INSTRUCTION
Relationship	Sometimes IS_CREATED_BY One or More AGREEMENT
Entity Type	CURRICULUM INSTRUCTION
Entity Type	GENERIC INSTRUCTION CAPABILITY
Relationship	Sometimes IS_PROVIDED_BY One or More NPS VISITOR OR_GUEST
Relationship	Sometimes EDUCATES One or More GENERIC NPS STUDENT
Relationship	Sometimes IS_PROVIDED_BY One or More GENERIC NPS STAFF
Relationship	Sometimes IS_PROVIDED_BY One or More GENERIC NPS FACULTY
Relationship	Sometimes IS_SPONSORED_BY One or More DOD ORGANIZATION
Relationship	Sometimes IS_PROVIDED_BY One or More AUTOMATED INFO_SYSTEM RESOURCE
Relationship	Sometimes IS_CREATED_BY One or More AGREEMENT
Relationship	Sometimes IS_CREATED_AND_MAINTAINED_BY One NAVAL POSTGRADUATE_SCHOOL
Entity Type	SHORT COURSE INSTRUCTION

Entity Type	MILITARY OPS SUPPORT CAPABILITY
Relationship	Sometimes SUPPORTS One or More GENERIC NPS STUDENT
Relationship	Sometimes SUPPORTS One or More GENERIC NPS STAFF
Relationship	Sometimes SUPPORTS One or More GENERIC NPS FACULTY
Relationship	Sometimes IS PROVIDED BY One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes IS PROVIDED THROUGH One or More AGREEMENT
Relationship	Sometimes IS CREATED AND MAINTAINED BY One NAVAL POSTGRADUATE SCHOOL

Subject Area	RESEARCH CAPABILITIES
Entity Type	FACULTY RESEARCH
Relationship	Sometimes IS_OBTAINED_BY One or More AGREEMENT
Entity Type	GENERIC RESEARCH CAPABILITY
Relationship	Sometimes IS_PROVIDED_BY One or More GENERIC NPS FACULTY
Relationship	Sometimes IS_PROVIDED_BY One or More GENERIC NPS STAFF
Relationship	Sometimes IS_PROVIDED_BY One or More GENERIC NPS STUDENT
Relationship	Sometimes IS_SPONSORED_BY One or More DOD ORGANIZATION
Relationship	Sometimes IS_PROVIDED_BY One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes IS_PROVIDED_THROUGH One or More AGREEMENT
Relationship	Sometimes IS_CREATED_AND_MAINTAINED_BY One NAVAL POSTGRADUATE SCHOOL
Entity Type	INSTITUTIONAL RESEARCH
Entity Type	STUDENT RESEARCH
Relationship	Sometimes IS_OBTAINED_BY One or More AGREEMENT

Subject Area	FACILITIES
Entity Type	FACILITY
Partitioning	--- FACILITY TYPE
Subtype	PERMANENTLY INSTALLED FACILITY
Subtype	PORTABLE FACILITY
Subtype	TEMPORARILY INSTALLED FACILITY
Relationship	Sometimes OCCUPIES One or More LAND
Relationship	Sometimes IS DEVELOPED IN One or More NPS PROGRAM
Relationship	Sometimes IS DEVELOPED IN One or More NPS PLAN
Relationship	Sometimes IS USED BY One or More NPS VISITOR OR GUEST
Relationship	Sometimes IS USED BY One or More GENERIC NPS STUDENT
Relationship	Sometimes IS ADMINISTERED BY One or More GENERIC NPS STAFF
Relationship	Sometimes ADMINISTERS AND CONTROLS One or More GENERIC NPS FACILITY
Relationship	Sometimes IS OPERATED AND CONTROLLED BY One or More TENANT COMMAND
Relationship	Sometimes IS OPERATED AND CONTROLLED BY One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes IS OPERATED AND CONTROLLED BY One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes REQUIRES One or More MATERIAL
Relationship	Sometimes IS CONTAINED IN One or More LOCATION
Relationship	Sometimes USE IS REGULATED BY One or More GENERIC GUIDANCE
Relationship	Sometimes REQUIRES One or More GENERIC FUND
Relationship	Sometimes IS DEVELOPED THROUGH One or More GENERIC BUDGET
Relationship	Sometimes CONTAINS One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes IS PROVIDED THROUGH One or More AGREEMENT
Relationship	Sometimes IS BUILT AND MAINTAINED BY One NAVAL POSTGRADUATE SCHOOL

Subject Area	FUNDS AND BUDGETS
Subject Area	BUDGETS
Entity Type	DEPARTMENTAL BUDGET
Entity Type	GENERIC BUDGET
Relationship	Sometimes IS CHANGED BY One or More SITUATION
Relationship	Sometimes PLANS ACQUISITION OF One or More LAND
Relationship	Sometimes IS DEVELOPED FOR One or More NPS PROGRAM
Relationship	Sometimes IS CONSIDERED One or More NPS PLAN
Relationship	Sometimes ACCOUNTS FOR One or More GENERIC NPS STUDENT
Relationship	Sometimes IS PREPARED BY One or More GENERIC NPS STAFF
Relationship	Sometimes IS PREPARED BY One or More GENERIC NPS FACULTY
Relationship	Sometimes IS DEVELOPED BY One or More TENANT COMMAND
Relationship	Sometimes IS DEVELOPED BY One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes IS DEVELOPED BY One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes IS PREPARED TO ACQUIRE One or More MATERIAL
Relationship	Sometimes IS REGULATED BY One or More GENERIC GUIDANCE
Relationship	Sometimes IS PREPARED FOR THE USE OF One or More GENERIC FUND
Relationship	Sometimes DEVELOPS One or More FACILITY
Relationship	Sometimes ALLOCATES RESOURCES TO One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes IS DEVELOPED BY One NAVAL POSTGRADUATE SCHOOL
Entity Type	NPS BUDGET
Entity Type	ORGANIZATIONAL CODE BUDGET
Entity Type	RESEARCH BUDGET

Subject Area
Entity Type
Partitioning
Subtype
Subtype
Subtype
Subtype

[illegible]

Entity Type
Entity Type
Partitioning
Subtype
Subtype

FUNDS

APPROPRIATED FUND
APPROPRIATED FUND TYPE
MILCON APPROPRIATION FUND
MPN APPROPRIATION FUND
OMN APPROPRIATION FUND
OPN APPROPRIATION FUND

DONATED_FUND
GENERIC_FUND

Sometimes ARE ALLOCATED BY One or More SITUATION
 Sometimes ACQUIRES AND MAINTAINS One or More LAND
 Sometimes IS ALLOCATED TO One or More NPS PROGRAM
 Sometimes IS ALLOCATED IN One or More NPS PLAN
 Sometimes IS PROVIDED BY One or More NPS VISITOR OR GUEST
 Sometimes IS OBTAINED AND USED BY One or More GENERIC NPS STUDENT
 Sometimes IS OBTAINED AND USED BY One or More GENERIC NPS STAFF
 Sometimes IS OBTAINED AND USED BY One or More GENERIC NPS FACULTY
 Sometimes IS OBTAINED AND USED BY One or More TENANT COMMAND
 Sometimes IS OBTAINED AND USED BY One or More NPS ORGANIZATIONAL CODE
 Sometimes IS OBTAINED AND USED BY One or More ACADEMIC DEPT OR GROUP
 Sometimes ACQUIRES One or More MATERIAL
 Sometimes IS REGULATED BY One or More GENERIC GUIDANCE
 Sometimes USE IS DETERMINED BY One or More GENERIC BUDGET
 Sometimes IS REQUIRED BY One or More FACILITY
 Sometimes IS REQUIRED BY One or More AUTOMATED INFO SYSTEM RESOURCE
 Sometimes IS PROVIDED THROUGH One or More AGREEMENT
 Sometimes IS OBTAINED BY One NAVAL POSTGRADUATE SCHOOL

REIMBURSABLE FUND

SPECIAL FUND
SPECIAL FUND TYPE
NPS OFFICIAL REP FUND
NPS SUP POSITION ALLOWANCE FUND

[illegible]

Entity	Type
Entity	Type

GUIDANCE

DOD GUIDANCE

DON_GUIDANCE

FEDERAL GOVERNMENT GUIDANCE

GENERIC GUIDANCE

Sometimes RESOLVES One or More SITUATION

Sometimes REGULATES USE OF One or More LAND

Sometimes IS IMPLEMENTED BY One or More NPS

Sometimes CREATES One or More NPS PLAN

Sometimes REGULATES One or More NPS VISITOR OR GUEST

Sometimes IS PROVIDED BY ONE OR MORE NPS VISITOR OR GUEST

Sometimes REGULATES One or More GENERIC NPS STUDENT

Sometimes IS DEVELOPED BY One or More GENERIC NPS STAFF

Sometimes REGULATES One or More GENERIC NPS STAFF

Sometimes IS_DEVELOPED BY One or More GENERIC NPS FACULTY

Sometimes REGULATES One or More GENERIC NPS FACULTY

Sometimes IS DEVELOPED BY One or More TĒNĀNT COMMAND

Sometimes REGULATEs One or More TENANT COMMAND

Sometimes IS DEVELOPED_BY One or More NPS ORGANIZATIONAL CODE

Sometimes REGULATES One or More NPS_ORGANI_ZATIONAL CODE:

Sometimes IS DEVELOPED BY One or More ACADEMIC DEPT or GROUP

Sometimes REGULATES One or More ACADEMIC DEPT OR GROUP

Sometimes REGULATE PURCHASE AND USE OF One or More MATERIAL

Sometimes REGULATES One or More GENERIC FUND

Sometimes REGULATES One or More GENERIC BUDGET

Sometimes REGULATES One or More FACILITY

Sometimes REGULATES One or More AUTOMATED INFO SYSTEM RESOURCE

NAVAL SUBAREA SIX GUIDANCE

NPS POLICY GUIDANCE

Subject Area
Entity Type
Partitioning
Subtype
Partitioning
Subtype
Subtype
Subtype
Subtype
Subtype

Subtype
Subtype
Subtype

Relationship
Relationship
Relationship
Relationship
Relationship
Relationship
Relationship
Relationship
Relationship
Relationship
Relationship
Relationship
Relationship
Relationship
Relationship
Relationship
Relationship

LOCATIONS

LOCATION

GEOGRAPHICAL LOCATION AREA

MONTEREY COUNTY LOCATION

MONTEREY COUNTY LOCATION AREA

LA MESA VILLAGE LOCATION

NPS ANNEX LOCATION

NPS ASTRO AREO LOCATION

NPS BEACH LOCATION

NPS CAMPUS LOCATION

SANTA CRUZ COUNTY LOCATION

SAN BENITO COUNTY LOCATION

SAN LUIS OBISPO COUNTY LOCATION

Sometimes IS THE SITE OF One or More SITUATION

Sometimes IS ON One or More LAND

Sometimes IS DEVELOPED BY One or More NPS PROGRAM

Sometimes IS DEVELOPED IN One or More NPS PLAN

Sometimes IS USED BY One or More NPS VISITOR OR GUEST

Sometimes IS USED BY One or More GENERIC NPS STUDENT

Sometimes IS USED BY One or More GENERIC NPS STAFF

Sometimes IS USED BY One or More GENERIC NPS FACULTY

Sometimes IS OCCUPIED BY One or More TENANT COMMAND

Sometimes IS OCCUPIED BY One or More NPS ORGANIZATIONAL CODE

Sometimes IS OCCUPIED BY One or More ACADEMIC DEPT OR GROUP

Sometimes STORES One or More MATERIAL

Sometimes CONTAINS One or More FACILITY

Sometimes CONTAINS One or More AUTOMATED INFO SYSTEM RESOURCE

Sometimes HAS FACILITIES OF One NAVAL POSTGRADUATE SCHOOL

Subject Area	
Entity Type	MATERIEL
Relationship	Sometimes IS USED BY One or More SITUATION
Relationship	Sometimes IS USED BY One or More NPS PROGRAM
Relationship	Sometimes IS ACQUIRED THROUGH One or More NPS PLAN
Relationship	Sometimes IS USED BY One or More NPS VISITOR OR GUEST
Relationship	Sometimes IS USED BY One or More GENERIC NPS STUDENT
Relationship	Sometimes IS USED BY One or More GENERIC NPS STAFF
Relationship	Sometimes IS USED BY One or More GENERIC NPS FACULTY
Relationship	Sometimes IS USED BY One or More TENANT COMMAND
Relationship	Sometimes IS USED BY One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes IS USED BY One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes IS STORED IN One or More LOCATION
Relationship	Sometimes IS REGULATED BY One or More GENERIC GUIDANCE
Relationship	Sometimes IS ACQUIRED BY One or More GENERIC FUND
Relationship	Sometimes IS ACQUIRED THROUGH One or More GENERIC BUDGET
Relationship	Sometimes IS REQUIRED BY One or More FACILITY
Relationship	Sometimes IS REQUIRED BY One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes IS PROVIDED BY One or More AGREEMENT
Relationship	Sometimes IS OBTAINED AND USED BY One NAVAL POSTGRADUATE SCHOOL

Entity Type	NAVAL POSTGRADUATE SCHOOL
Relationship	Sometimes RESOLVES One or More SITUATION
Relationship	Sometimes ACQUIRES MANAGES AND USES One or More LAND
Relationship	Sometimes DEVELOPS AND ADMINISTERS One or More NPS_PROGRAM
Relationship	Sometimes DEVELOPS One or More NPS PLAN
Relationship	Sometimes HOSTS One or More NPS VISITOR OR GUEST
Relationship	Sometimes EDUCATES One or More GENERIC NPS_STUDENT
Relationship	Sometimes EMPLOYS One or More GENERIC NPS_STAFF
Relationship	Sometimes EMPLOYS One or More GENERIC NPS_FACULTY
Relationship	Sometimes HOSTS One or More TENANT COMMAND
Relationship	Sometimes CREATES AND MAINTAINS One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes CREATES AND MAINTAINS One or More ACADEMIC_DEPT_OR_GROUP
Relationship	Sometimes OBTAINS AND USES One or More MATERIAL
Relationship	Sometimes HAS FACILITIES AT One or More LOCATION
Relationship	Sometimes IS PROVIDED WITH One or More GENERIC GUIDANCE
Relationship	Sometimes OBTAINS One or More GENERIC FUND
Relationship	Sometimes DEVELOPS One or More GENERIC BUDGET
Relationship	Sometimes BUILDS AND MAINTAINS One or More FACILITY
Relationship	Sometimes CREATES AND MAINTAINS One or More GENERIC RESEARCH CAPABILITY
Relationship	Sometimes CREATES AND MAINTAINS One or More MILITARY OPS SUPPORT CAPABILITY
Relationship	Sometimes CREATES AND MAINTAINS One or More GENERIC INSTRUCTION CAPABILITY
Relationship	Sometimes INCLUDES One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes CREATES AND MAINTAINS One or More AGREEMENT
Relationship	Sometimes IS CLASSIFIED AS One USN EDUCATIONAL ORGANIZATION

Subject Area	NPS ORGANIZATIONS	
Entity Type	ACADEMIC DEPT OR GROUP	
Partitioning	ACADEMIC DEPT OR GRP TYPE	
Subtype	ACADEMIC DEPARTMENT	
Subtype	ACADEMIC_GROUP	
Relationship	Sometimes RESOLVES One or More SITUATION	
Relationship	Sometimes ADMINISTERS One or More NPS PROGRAM	
Relationship	Sometimes DEVELOPS One or More NPS PLAN	
Relationship	Sometimes HOSTS One or More NPS VISITOR OR GUEST	
Relationship	Sometimes EDUCATES One or More GENERIC NPS STUDENT	
Relationship	Sometimes CONTAINS One or More GENERIC NPS STAFF	
Relationship	Sometimes CONTAINS One or More GENERIC NPS FACULTY	
Relationship	Sometimes INTERFACES WITH One or More TENANT COMMAND	
Relationship	Sometimes IS BELONGS TO One or More NPS ORGANIZATIONAL_CODE	
Relationship	Sometimes USES One or More MATERIAL	
Relationship	Sometimes OCCUPIES One or More LOCATION	
Relationship	Sometimes DEVELOPS One or More GENERIC GUIDANCE	
Relationship	Sometimes IS REGULATED BY One or More GENERIC GUIDANCE	
Relationship	Sometimes OBTAINS AND USES One or More GENERIC FUND	
Relationship	Sometimes DEVELOPS One or More GENERIC BUDGET	
Relationship	Sometimes OPERATES AND CONTROLS One or More FACILITY	
Relationship	Sometimes OPERATES AND CONTROLS One or More AUTOMATED INFO_SYSTEM_RESOURCE	
Relationship	Sometimes CREATES AND MAINTAINS One or More AGREEMENT	
Relationship	Sometimes IS CREATED AND MAINTAINED BY One NAVAL POSTGRADUATE_SCHOOL	

Entity Type	NPS_ORGANIZATIONAL_CODE
Relationship	Sometimes RESOLVES One or More SITUATION
Relationship	Sometimes ADMINISTERS One or More NPS PROGRAM
Relationship	Sometimes DEVELOPS One or More NPS PLAN
Relationship	Sometimes HOSTS One or More NPS VISITOR OR GUEST
Relationship	Sometimes INTERFACES WITH One or More GENERIC NPS STUDENT
Relationship	Sometimes CONTAINS One or More GENERIC NPS STAFF
Relationship	Sometimes CONTAINS One or More GENERIC NPS FACULTY
Relationship	Sometimes INTERFACES WITH One or More TENANT COMMAND
Relationship	Sometimes CONTAINS One or More ACADEMIC DEPT_OR_GROUP
Relationship	Sometimes USES One or More MATERIAL
Relationship	Sometimes OCCUPIES One or More LOCATION
Relationship	Sometimes DEVELOPS One or More GENERIC GUIDANCE
Relationship	Sometimes IS REGULATED BY One or More GENERIC GUIDANCE
Relationship	Sometimes OBTAINS AND USES One or More GENERIC FUND
Relationship	Sometimes DEVELOPS One or More GENERIC BUDGET
Relationship	Sometimes OPERATES AND CONTROLS One or More FACILITY
Relationship	Sometimes OPERATES AND CONTROLS One or More AUTOMATED INFO_SYSTEM_RESOURCE
Relationship	Sometimes CREATES AND MAINTAINS One or More AGREEMENT
Relationship	Sometimes IS CREATED AND MAINTAINED BY One NAVAL POSTGRADUATE SCHOOL

Entity Type	--TENANT COMMAND
Relationship	Sometimes RESOLVES One or More SITUATION
Relationship	Sometimes OCCUPIES One or More LAND
Relationship	Sometimes ARE ADMINISTERED BY One or More NPS PROGRAM
Relationship	Sometimes INTERFACES WITH One or More GENERIC_NPS STUDENT
Relationship	Sometimes INTERFACES WITH One or More GENERIC_NPS STAFF
Relationship	Sometimes INTERFACES WITH One or More GENERIC_NPS FACULTY
Relationship	Sometimes INTERFACES One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes INTERFACES WITH One or More ACADEMIC_DEPT_OR_GROUP
Relationship	Sometimes USES One or More MATERIAL
Relationship	Sometimes OCCUPIES One or More LOCATION
Relationship	Sometimes DEVELOPS One or More GENERIC GUIDANCE
Relationship	Sometimes IS REGULATED BY One or More GENERIC GUIDANCE
Relationship	Sometimes OBTAINS AND USES One or More GENERIC_FUND
Relationship	Sometimes DEVELOPS One or More GENERIC BUDGET
Relationship	Sometimes OPERATES AND CONTROLS One or More FACILITY
Relationship	Sometimes OPERATES AND CONTROLS One or More AUTOMATED INFO_SYSTEM_RESOURCE
Relationship	Sometimes CREATES AND MAINTAINS One or More AGREEMENT
Relationship	Sometimes IS HOSTED BY One NAVAL POSTGRADUATE SCHOOL
Relationship	Sometimes IS COMPOSED OF One or More DOD ORGANIZATION

Entity Type	NPS_VISITOR_OR_GUEST
Relationship	Sometimes PROVIDES One or More GENERIC INSTRUCTION CAPABILITY
Relationship	Sometimes INTERFACES WITH One or More GENERIC NPS_STUDENT
Relationship	Sometimes INTERFACES WITH One or More GENERIC NPS_STAFF
Relationship	Sometimes IS_HOSTED_BY One or More GENERIC NPS_FACULTY
Relationship	Sometimes IS_HOSTED_BY One or More NPS_ORGANIZATIONAL_CODE
Relationship	Sometimes IS_HOSTED_BY One or More ACADEMIC_DEPT_OR_GROUP
Relationship	Sometimes USES One or More MATERIAL
Relationship	Sometimes USES One or More LOCATION
Relationship	Sometimes IS_REGULATED_BY One or More GENERIC GUIDANCE
Relationship	Sometimes PROVIDES One or More GENERIC GUIDANCE
Relationship	Sometimes PROVIDES One or More GENERIC_FUND
Relationship	Sometimes USES One or More FACILITY
Relationship	Sometimes IS_HOSTED_BY One NAVAL_POSTGRADUATE_SCHOOL

Subject Area	STAFF
Entity Type	CIVILIAN NPS STAFF
Entity Type	-GENERIC NPS STAFF
Relationship	Sometimes IS SUPPORTED BY One or More MILITARY OPS SUPPORT CAPABILITY
Relationship	Sometimes PROVIDES One or More GENERIC RESEARCH CAPABILITY
Relationship	Sometimes PROVIDES One or More GENERIC INSTRUCTION CAPABILITY
Relationship	Sometimes INTERFACES WITH One or More ORGANIZATION
Relationship	Sometimes RESOLVES One or More SITUATION
Relationship	Sometimes CONTROL One or More LAND
Relationship	Sometimes ADMINISTERS One or More NPS PROGRAM
Relationship	Sometimes DEVELOPS One or More NPS PLAN
Relationship	Sometimes INTERFACES WITH One or More NPS VISITOR OR GUEST
Relationship	Sometimes INTERFACES WITH One or More GENERIC NPS STUDENT
Relationship	Sometimes INTERFACES WITH One or More GENERIC NPS FACULTY
Relationship	Sometimes INTERFACES WITH One or More TENANT COMMAND
Relationship	Sometimes IS PART OF One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes IS PART OF One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes USES One or More MATERIAL
Relationship	Sometimes USES One or More LOCATION
Relationship	Sometimes DEVELOPS One or More GENERIC GUIDANCE
Relationship	Sometimes IS REGULATED BY One or More GENERIC GUIDANCE
Relationship	Sometimes OBTAINS AND USES One or More GENERIC FUND
Relationship	Sometimes PREPARES One or More GENERIC BUDGET
Relationship	Sometimes ADMINISTERS AND CONTROLS One or More FACILITY
Relationship	Sometimes OPERATES AND CONTROLS One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes CREATES AND MAINTAINS One or More AGREEMENT
Relationship	Sometimes IS EMPLOYED BY One NAVAL POSTGRADUATE SCHOOL
Entity Type	MILITARY NPS STAFF

Subject Area	PLANS AND PROGRAMS
Subject Area	PLANS
Entity Type	ACADEMIC PLAN
Entity Type	ADMINISTRATIVE PLAN
Entity Type	CURRICULAR PLAN
Entity Type	DEPARTMENTAL PLAN
Entity Type	FINANCIAL PLAN
Entity Type	MIL OPS SUPPORT PLAN
Entity Type	NPS PLAN
Relationship	Sometimes IS AFFECTED BY One or More ORGANIZATION
Relationship	Sometimes RESOLVES One or More SITUATION
Relationship	Sometimes IS DEVELOPED FOR One or More NPS PROGRAM
Relationship	Sometimes CONSIDERS One or More GENERIC NPS STUDENT
Relationship	Sometimes IS DEVELOPED BY One or More GENERIC NPS STAFF
Relationship	Sometimes IS DEVELOPED BY One or More GENERIC NPS FACULTY
Relationship	Sometimes IS DEVELOPED BY One or More NPS ORGANIZATIONAL CODE
Relationship	Sometimes IS DEVELOPED BY One or More ACADEMIC DEPT OR GROUP
Relationship	Sometimes ACQUIRES One or More MATERIAL
Relationship	Sometimes DEVELOPS One or More LOCATION
Relationship	Sometimes IS CREATED BY One or More GENERIC GUIDANCE
Relationship	Sometimes ALLOCATES One or More GENERIC FUND
Relationship	Sometimes IS CLASSIFIED AS One or More GENERIC BUDGET
Relationship	Sometimes DEVELOPS One or More FACILITY
Relationship	Sometimes LEAD TO DEVELOPMENT OF One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes REQUIRES One or More AGREEMENT
Relationship	Sometimes IS DEVELOPED BY One NAVAL POSTGRADUATE SCHOOL
Entity Type	ORGANIZATIONAL CODE PLAN

Subject Area	REAL ESTATE
Entity Type	LAND
Relationship	Sometimes IS CONTROLLED BY One or More GENERIC NPS STAFF
Relationship	Sometimes IS OCCUPIED BY One or More TENANT COMMAND
Relationship	Sometimes CONTAINS One or More LOCATION
Relationship	Sometimes IS REGULATED BY One or More GENERIC GUIDANCE
Relationship	Sometimes IS ACQUIRED AND MAINTAINED BY One or More GENERIC FUND
Relationship	Sometimes ACQUISITION IS PLANNED IN One or More GENERIC BUDGET
Relationship	Sometimes IS OCCUPIED BY One or More FACILITY
Relationship	Sometimes IS ACQUIRED AND USED THROUGH One or More AGREEMENT
Relationship	Sometimes IS ACQUIRED MANAGED AND USED BY One NAVAL POSTGRADUATE SCHOOL

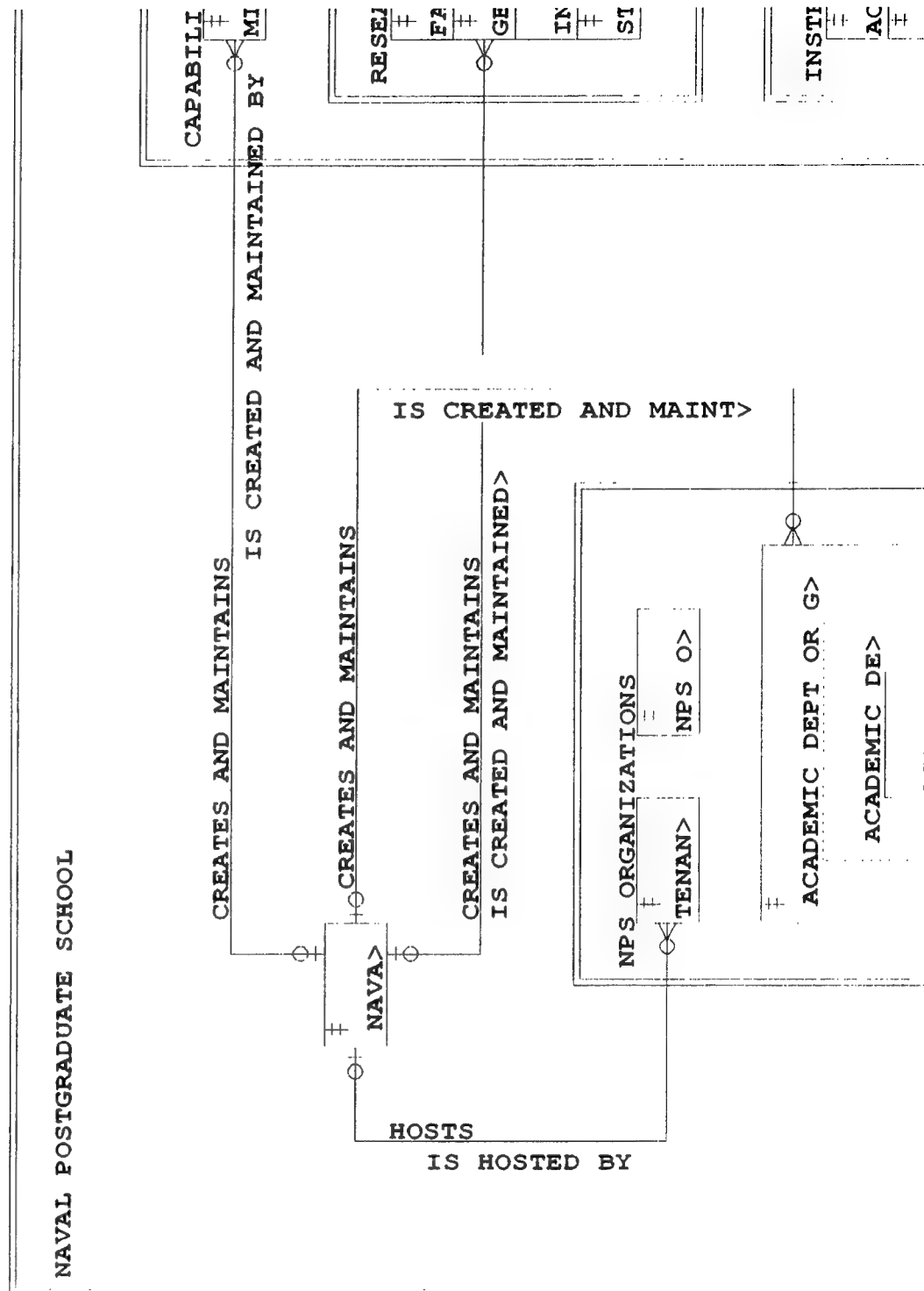
Subject Area	Entity Type	SITUATIONS
Relationship	Relationship	Sometimes IS RESOLVED BY One or More NPS PROGRAM
Relationship	Relationship	Sometimes IS RESOLVED THROUGH One or More NPS PLAN
Relationship	Relationship	Sometimes IS DEVELOPED BY One or More GENERIC NPS STUDENT
Relationship	Relationship	Sometimes IS RESOLVED BY One or More GENERIC NPS STAFF
Relationship	Relationship	Sometimes IS RESOLVED BY One or More GENERIC NPS STAFF
Relationship	Relationship	Sometimes IS RESOLVED BY One or More TENANT COMMAND
Relationship	Relationship	Sometimes IS RESOLVED BY One or More NPS ORGANIZATIONAL CODE
Relationship	Relationship	Sometimes IS RESOLVED BY One or More ACADEMIC DEPT OR GROUP
Relationship	Relationship	Sometimes USES One or More MATERIAL
Relationship	Relationship	Sometimes OCCUR AT One or More LOCATION
Relationship	Relationship	Sometimes IS RESOLVED THROUGH One or More GENERIC GUIDANCE
Relationship	Relationship	Sometimes ALLOCATES One or More GENERIC FUND
Relationship	Relationship	Sometimes CHANGES One or More GENERIC BUDGET
Relationship	Relationship	Sometimes IS RESOLVED BY One NAVAL POSTGRADUATE SCHOOL

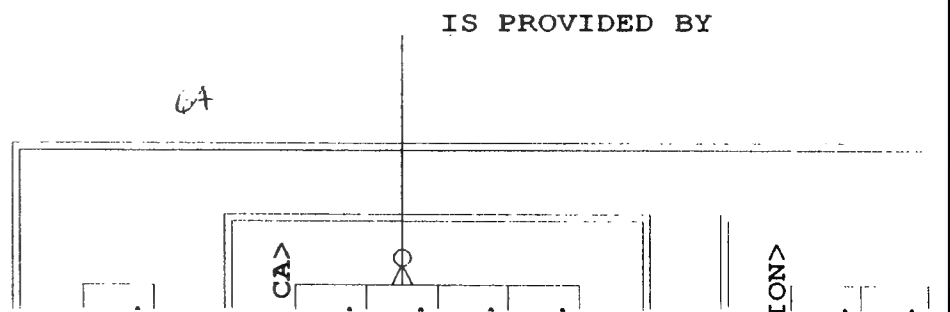
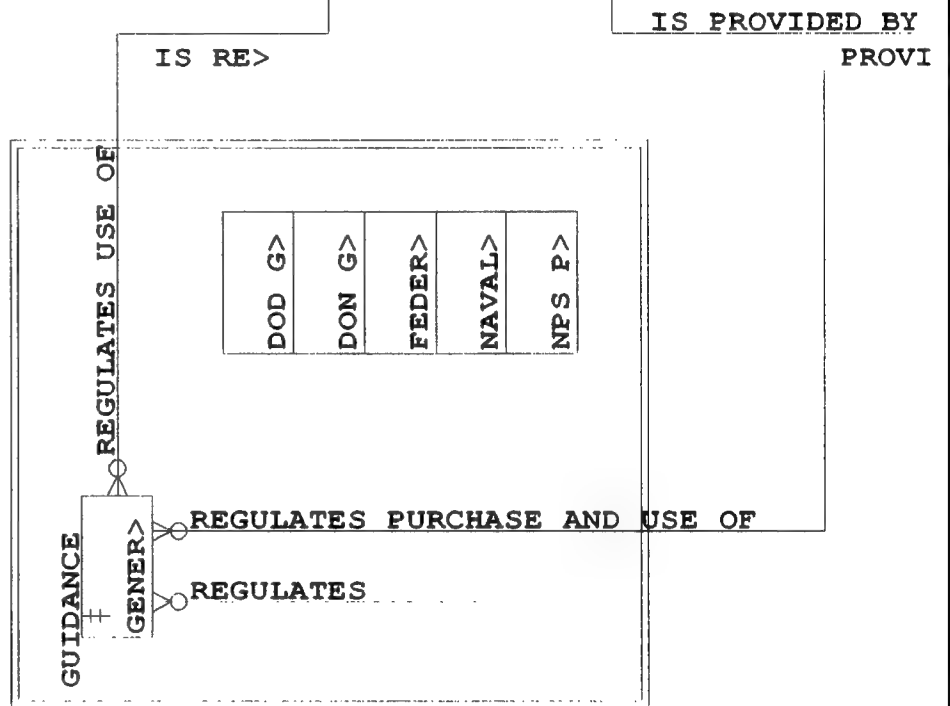
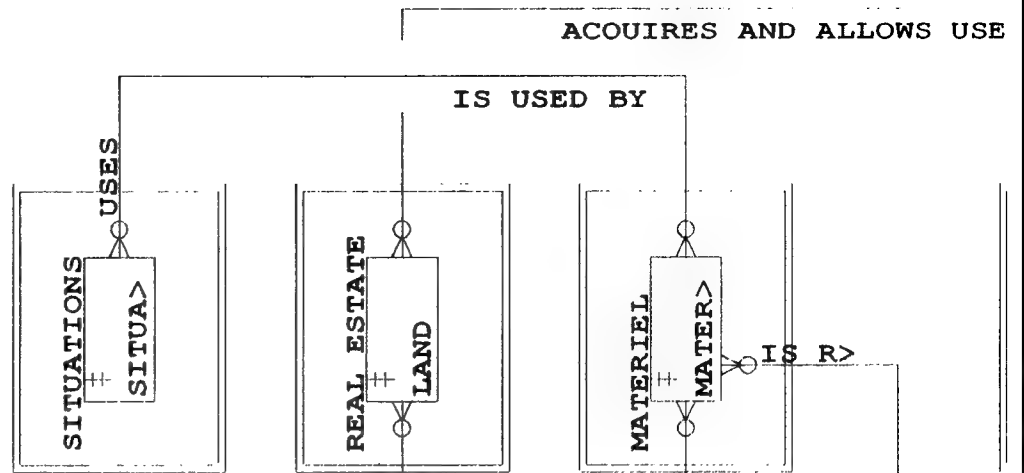
Subject Area	OTHER ORGANIZATIONS
Entity Type	ORGANIZATION
Partitioning	-ORGANIZATION TYPE
Subtype	-DOD ORGANIZATION
Partitioning	DOD ORGANIZATION TYPE
Subtype	-DEFENSE AGENCY
Partitioning	-DEFENSE AGENCY TYPE
Subtype	DHRSC_ORGANIZATION
Subtype	DIS_ORGANIZATION
Subtype	DMDC_ORGANIZATION
Subtype	DRMI_ORGANIZATION
Subtype	PERSEREC_ORGANIZATION
Subtype	DEFENSE SECRETARY
Subtype	JOINT MILITARY STAFF
Partitioning	MILITARY SERVICE ORGANIZATION
Subtype	MILITARY SERVICE ORG TYPE
Subtype	US AIR FORCE ORGANIZATION
Subtype	US ARMY ORGANIZATION
Partitioning	US ARMY ORGANIZATION TYPE
Subtype	TRADOC_ORGANIZATION
Subtype	US MARINE CORPS ORGANIZATION
Subtype	US NAVY ORGANIZATION
Partitioning	US NAVY ORGANIZATION TYPE
Subtype	USN EDUCATIONAL ORGANIZATION
Relationship	Sometimes INCLUDES One NAVAL_POSTGRADUATE_SCHOOL
Subtype	USN NON EDUCATIONAL ORGANIZATION
Partitioning	NON EDUCATIONAL USN ORG TYPE
Subtype	DENTAL ORGANIZATION
Subtype	FLENUMETOCEN ORGANIZATION
Subtype	MEDICAL ORGANIZATION
Subtype	NAVSECGRUDET ORGANIZATION
Subtype	NCIS ORGANIZATION
Subtype	NOAA_ORGANIZATION
Subtype	NRL_ORGANIZATION
Subtype	NTCC ORGANIZATION
Subtype	PSD_ORGANIZATION

Subtype	UNIFIED OR SPECIFIED COMMAND
Relationship	Sometimes SPONSORS One or More GENERIC RESEARCH CAPABILITY
Relationship	Sometimes SPONSORS One or More AUTOMATED INFO SYSTEM RESOURCE
Relationship	Sometimes SPONSORS One or More GENERIC INSTRUCTION CAPABILITY
Relationship	Sometimes SPONSORS One or More NPS PROGRAM
	Sometimes IS CONSIDERED TO BE One or More TENANT COMMAND
Subtype	FOREIGN GOVERNMENT ORGANIZATION
Subtype	FOREIGN NON GOVT ORGANIZATION
Subtype	INTERNATIONAL ORGANIZATION
Subtype	OTHER US GOVT ORGANIZATION
Subtype	US NON GOVT ORGANIZATION
Partitioning	US NON GOVT ORGANIZATION TYPE
Subtype	EDUCATIONAL INSTITUTION
Relationship	Sometimes IS AFFECTED BY One or More NPS PROGRAM
Relationship	Sometimes AFFECTS One or More NPS PROGRAM
Relationship	Sometimes AFFECTS One or More NPS PLAN
Relationship	Sometimes INTERFACES WITH One or More GENERIC NPS STAFF
Relationship	Sometimes INTERFACE WITH One or More GENERIC NPS FACULTY

TAB E TO APPENDIX D

Entity-Relationship Diagram (Sectional Foldout)





OTHER ORGANI	
ORGANIZA	
ORGAN	
D	

LOCATIONS	<div> <div>MONTEREY COUNTY LO></div> <div>MONTEREY CO></div> <table border="1"> <tr><td>LA ME></td></tr> <tr><td>NPS A></td></tr> <tr><td>NPS A></td></tr> <tr><td>NPS B></td></tr> <tr><td>NPS C></td></tr> </table> </div>	LA ME>	NPS A>	NPS A>	NPS B>	NPS C>
LA ME>						
NPS A>						
NPS A>						
NPS B>						
NPS C>						
LOCATION						
GEOGRAPHICAL LOCATION AREA						

SAN P>

3

N TYPE

ANIZATION

ORGANIZATION TYPE

DEFENSE AGENCY

DEFENSE AGE>

DEFEN>

DHRSC>

DIS O>

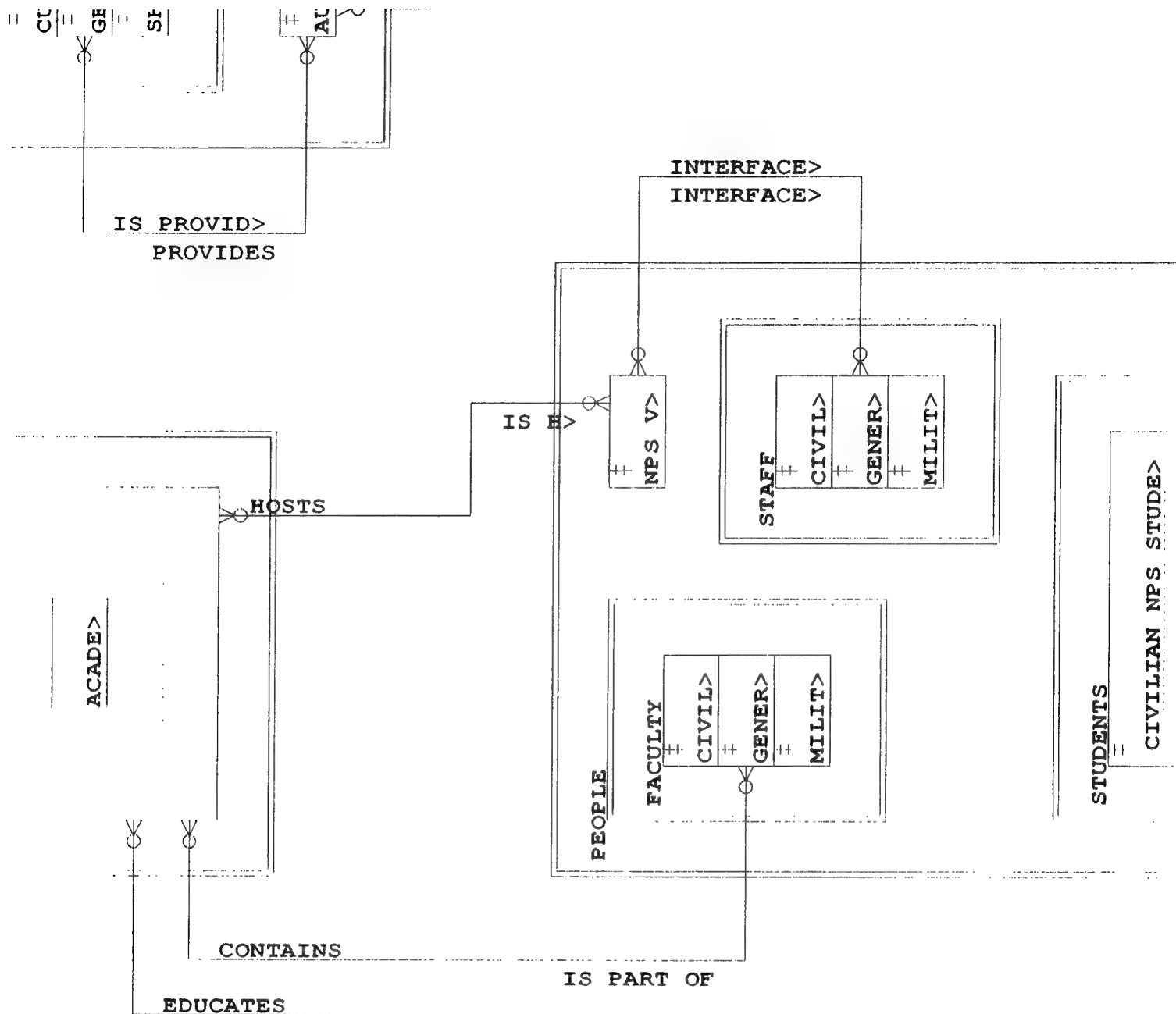
DMDC >

DRMI >

PERSE>

JOINT>

UNIFI>



OF

AGREEMENTS

AGREE>

OBTAINS USE OF

IS REQUIRED BY

DES

PROVIDES

IS ALLOCATED RESOURCES BY

FUNDS AND BUDGETS

BUDGETS

DEPAR>

+

GENER>

NPS B>

ORGAN>

RESEA>

FUNDS

APPROPRIATED FUND

APPROPRIATE>

MILCO>

MPN A>

OMN A>

OPN A>

PLANS AND PR

PLANS

REQUIRES

ACADE>

+

ADMIN>

+

CITIZEN

SANTA>

SAN L>

CONTAINS

IS CONTAINED IN

FACILITIES

ROVIDED THROUGH FACILITY

FACILITY TY>

PERMA>

PORTA>

TEMPO>

REQUIRES

IS

DEVELOPED IN

IS

DEVELOPED IN

MILITARY SERVICE ORGANIZATION

MILITARY SERVICE ORG TYPE

US ARMY ORGANIZATI>

US ARMY ORG>

TRADO>

US AI>

US MA>

US NAVY ORGANIZATION

US NAVY ORGANIZATION TYPE

USN E>

USN NON EDUCATIONA>

NON EDUCATI>

DENTA>

FLENU>

MEDIC>

NAVSE>

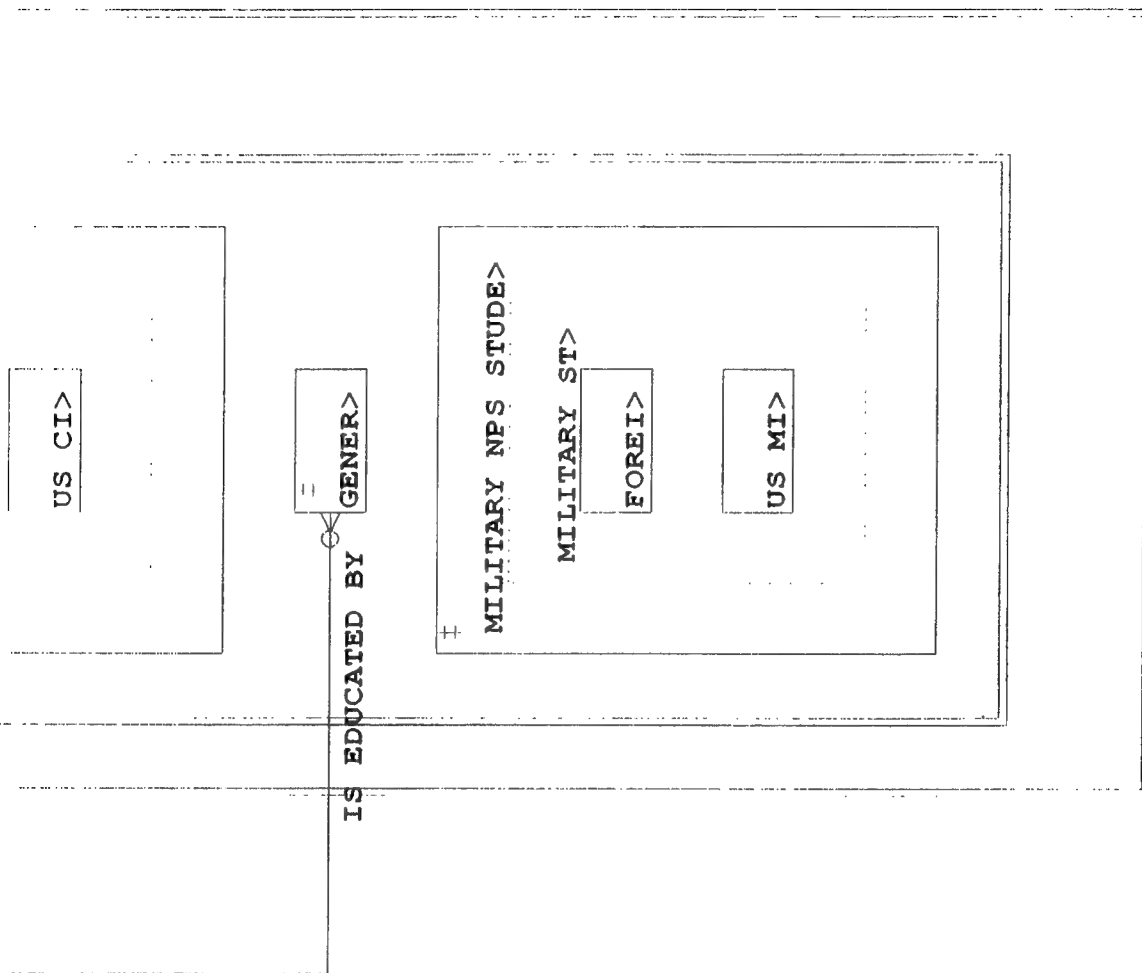
NCIS >

NOAA >

NOAA >

CIVILLIAN ST>

FOREI>



CURRI:
=
DEPAR:
=
FINAN:
=
MIL O:
=
NPS P:
=
ORGAN:

PROGRAMS
+
ACADE:
+
ADMIN:
=
CURRI:
=
DEPAR:
=
FINAN:
=
MIL O:
+
NPS P:
+
ORGAN:

IS DEVELOPED FOR

DEVELOPS

IS REQUIRED BY

GENER>

DONAT>

NON A>

REVOL>

REIMB>

SPECIAL FUND

SPECIAL FUN>

NPS O>

NPS S>

NRU U

NTCC >

PSD O>

GOVT ORGANI>

ON GOVT>

DUCA>

FOREI>

FOREI>

INTER>

OTHER>

TAB F TO APPENDIX D

Function vs. Entity Type Matrix

Model :NPS DATA MODEL VERSION 5

Subset:ALL

Date: Aug. 21, 1994

Time: 15:23 Page: (1,1)

Cell Values:

= Not referenced
C = Create
D = Delete
U = Update
R = Read only

Entity Type	Function	ADMINISTER NPS ACADEMIC PROGRAMS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER NPS OFFICER STUDENTS	MANAGE ALL NPS RESOURCES	EXERCISE BUDGETARY CONTROL	CONDUCT OTHER INSTRUCTION AS DIR	ADMINISTER AVIATION SAFETY PRGM	DIRECT DDM	ADMINISTER CONTINUING ED PRGMS	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	KEEP CNO ADVISED	PROVIDE INSTRUCTION TO STUDENTS	MANAGE ALL PROGRAM CURRICULA	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
ACADEMIC PROGRAM	C	R	R	R	R	C	C	C	C	C	C	C	C	R	R			
ACADEMIC PLAN	C		R	R	C	C	C	C	C	C	R	R	R					
ACADEMIC COURSE INSTRUCTION	C		R	R	R	C	C	C	C	R	R	R	R	C				
NPS PROGRAM	C	C	R	R	R	R	R	R	R	R	R	R	R	R	R			
MILITARY NPS STAFF	C	C	R	R	R	R	R	R	R	R	R	R	R	R		C	R	
CIVILIAN NPS STAFF	C	C	R	R	R	R	R	R	R	R				R	C			
NPS POLICY GUIDANCE	C	C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
NPS ORGANIZATIONAL CODE	C	C	R	R	R	R	R	R	R	R					R	R		
AUTOMATED INFO SYSTEM RESOURCE	C	C	C	R	R	R	R	R	R	R					R	R		
NPS VISITOR OR GUEST	C	C	R	R	R	R	R	R	R	R				R	R	R		
ORGANIZATIONAL CODE PROGRAM	C	C	R	R	R	R	R	R	R	R					R			
SITUATION	C	C	R	R	R	R									R	R		
FACILITY	R	C	R	R	R	R	R	R	R	R					R			
LOCATION	R	C	R	R	R	R	R	R	R	R					R			
ADMINISTRATIVE PROGRAM	C	C	C	R	R	R	R	R	R	R					R			
ADMINISTRATIVE PLAN	C	C	C	R	R	R	R	R	R	R								
FACULTY RESEARCH	R	C	R	R	R	R	R	R	R	R	R	R	R		R			
SHORT COURSE INSTRUCTION	R	R	C	R	R	R	R				R	R	R	R				
DOD GUIDANCE	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
DON GUIDANCE	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
ORGANIZATION	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
AGREEMENT	R	R	R	R	R	C	R	R	R	R	R	R	R	R	R	R	R	
MILITARY OPS SUPPORT CAPABILITY	C	R	R	R	R	R	R	R	R					R	R	C		
MATERIAL	R	C	R	R	R	R	R	R	R	R				R	R			
MIL OPS SUPPORT PROGRAM	C	R	R	R	R						R			R	R			
LAND	C		R									R				R		
MIL OPS SUPPORT PLAN	C		R															
NON APPROPRIATED FUND	R		C	R														
REIMBURSABLE FUND	R	R	R	C	R	R	R	R	R	R	R	R	R	R	R	R	R	
NPS BUDGET	R	R	R	R	C	R	R	R	R	R	R	R	R	R	R	R	R	
APPROPRIATED FUND	R	R	R	R	C	R	R	R	R	R	R	R	R	R	R	R	R	
FINANCIAL PLAN	R	R	R	C	R	R	R	R	R	R								
FINANCIAL PROGRAM	R	R	R	C	R	R	R	R	R	R								
NPS PLAN	R	R	R	R	C	R	R	R	R	R	R	R	R					
DEPARTMENTAL BUDGET	R	R	R	C	R	R												
DONATED FUND	R	R		C	R													
ORGANIZATIONAL CODE BUDGET	R	R		R	C	R												
ORGANIZATIONAL CODE PLAN	R	R		R	C	R												
REVOLVING FUND	R			C	R									R		R		
SPECIAL FUND				C	R									R		R		
NAVAL POSTGRADUATE SCHOOL				R	R									R		C		
TENANT COMMAND	R	R		R														
NAVAL SUBAREA SIX GUIDANCE																		

Model :NPS DATA MODEL VERSION 5

Date: Aug. 21, 1994

Subset:ALL

Time: 15:23 Page: (2,1)

Cell Values:

= Not referenced
C = Create
D = Delete
U = Update
R = Read only

Entity Type	Function	ADMINISTER NPS ACADEMIC PROGRAMS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER NPS OFFICER STUDENTS	MANAGE ALL NPS RESOURCES	EXERCISE BUDGETARY CONTROL	CONDUCT OTHER INSTRUCTION AS DIR	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER CONTINUING ED PRGMS	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	KEEP CNO ADVISED	PROVIDE INSTRUCTION TO STUDENTS	MANAGE ALL PROGRAM CURRICULA	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
MILITARY NPS STUDENT		R	R	R	C	R	R	R	R	R	R	R	R	R	R	R	R	R
CIVILIAN NPS STUDENT		R	R	R	C	R	R	R	R	R	R	R	R	R	R	R	R	R
ACADEMIC DEPT OR GROUP		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
CIVILIAN NPS FACULTY		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
MILITARY FACULTY		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
CURRICULUM INSTRUCTION		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
CURRICULAR PROGRAM		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
INSTITUTIONAL RESEARCH		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
DEPARTMENTAL PROGRAM		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
DEPARTMENTAL PLAN		C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
CIVILIAN INSTITUTION INSTRUCTION		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
CURRICULAR PLAN		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
RESEARCH BUDGET		R	C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
STUDENT RESEARCH		R	C	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
FEDERAL GOVERNMENT GUIDANCE		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
GENERIC FUND																		
GENERIC NPS FACULTY																		
GENERIC RESEARCH CAPABILITY																		
GENERIC GUIDANCE																		
GENERIC INSTRUCTION CAPABILITY																		
GENERIC BUDGET																		
GENERIC NPS STUDENT																		
GENERIC NPS STAFF																		

TAB G TO APPENDIX D

Entity Type vs. Organizational Unit Matrix

Model :NPS DATA MODEL VERSION 5

Subset:ALL

Cell Values:

- Not referenced
- C - Create
- D - Delete
- J - Update
- R - Read only

Date: Aug. 29, 1994

Time: 15:46 Page: (1,2)

Organizational Unit	Entity Type	Special Fund	Revolving Fund	Non Appropriated Fund	Facility	NAVAL SUBAREA SIX GUIDANCE	LAND	NPS VISITOR OR GUEST	INSTITUTIONAL RESEARCH	AUTOMATED INFO SYSTEM RESOURCE	SITUATION	NAVAL POSTGRADUATE SCHOOL	GENERIC BUDGET	GENERIC RESEARCH CAPABILITY	GENERIC NPS FACULTY	GENERIC NPS STUDENT	GENERIC GUIDANCE	GENERIC NPS STAFF	GENERIC FUND	GENERIC INSTRUCTION CAPABILITY
RESOURCE MANAGEMENT CODE 02	C	C	C	C																
COMPTROLLER CODE 21	C	C	C	C																
ASSISTANT COMPTROLLER CODE 210																				
NAVAL POSTGRADUATE SCHOOL																				
PROVOST CODE 01																				
ASSISTANT PROVOST																				
ACADEMIC PLANNING CODE 011																				
ACADEMIC BUDGET CODE 0112																				
CODE 007 SUP EXECUTIVE ASSISTANT																				
CODE 001 FLAG LT																				
PROGRAMS CODE 03																				
ASSISTANT PROGRAMS CODE 03A																				
ACADEMIC CHAIRS																				
AA																				
CS																				
EC																				
VA																				
ME																				
NR																				
NS																				
CC																				
CR																				
PH																				
SM																				
IAC																				
CC																				
EW																				
SP																				

Model :NPS DATA MODEL VERSION 5

Subset:ALL

Date: Aug. 29, 1994
Time: 15:46 Page: (2,2)

Cell Values:
- Not referenced
C - Create
D - Delete
U - Update
R - Read only

Organizational Unit	Entity Type	SPECIAL FUND	REVOLVING FUND	NON APPROPRIATED FUND	FACILITY	NAVAL SUBAREA SIX GUIDANCE	LAND	NPS VISITOR OR GUEST	INSTITUTIONAL RESEARCH	AUTOMATED INFO SYSTEM RESOURCE	SITUATION	NAVAL POSTGRADUATE SCHOOL	GENERIC BUDGET	GENERIC RESEARCH CAPABILITY	GENERIC NPS FACULTY	GENERIC NPS STUDENT	GENERIC GUIDANCE	GENERIC NPS STAFF	GENERIC FUND	GENERIC INSTRUCTION CAPABILITY
UN	ACADEMIC ASSOCIATES																			
	23 AND SPACE CODE 39																			
	SSO CODE 38B																			
	CURRICULAR OFFICERS																			
	OR CODE 30																			
	AERO CODE 31																			
	ECE CODE 32																			
	NERS CODE 33																			
	USW AND EW CODE 3A																			
	NAVAL ENG CODE 34																			
	AIR OCEAN CODE 35																			
	ADMIN CODE 36																			
	COMPUTER TECH CODE 37																			
	NSA CODE 38																			
	INSTRUCTION CODE 06																			
	FACULTY CODE 07																			
	ASSOCIATE FACULTY																			
	MILITARY FACULTY CODE 07M																			
	ASSISTANT INSTRUCTION CODE 06M																			
	ORMI CODE 64																			
	HOUSING CODE 43H																			
	WWR CODE 45																			
	CHILD DEVELOPMENT CODE 452C																			
	FAMILY SERVICE CODE 47																			
	NEX CODE 48																			
	BOO AND BEO CODE 49																			
	CHAPLAIN CODE 46																			

Model :NPS DATA MODEL VERSION 5

Subset:ALL

Date: Aug. 29, 1994
Time: 15:46 Page: (3,2)

Cell Values:
- Not referenced
C - Create
D - Delete
U - Update
R - Read only

Entity Type	SPECIAL FUND	REVOLVING FUND	NON APPROPRIATED FUND	FACILITY	NAVAL SUBAREA SIX GUIDANCE	LAND	NPS VISITOR OR GUEST	INSTITUTIONAL RESEARCH	AUTOMATED INFO SYSTEM RESOURCE	SITUATION	NAVAL POSTGRADUATE SCHOOL	GENERIC BUDGET	GENERIC RESEARCH CAPABILITY	GENERIC NPS FACULTY	GENERIC NPS STUDENT	GENERIC GUIDANCE	GENERIC NPS STAFF	GENERIC FUND	GENERIC INSTRUCTION CAPABILITY
Organizational Unit																			
COMO CLUB CODE 45C																			
SPORTS CODE 45G																			
RECREATION CODE 45R																			
YOUTH CENTER CODE 45Y																			
COMO DIVISION CODE 45LE																			
MILITARY BUDGET ASST CODE 04B																			
MWR ADMIN CODE 45A																			
SECURITY INVESTIGATIONS CODE 444																			
SECURITY ADMIN CODE 442																			
LAW ENFORCEMENT OPS CODE 441																			
FOOD SERVICE CODE 423																			
PUBLIC AFFAIRS CODE 042																			
SUPPLY CODE 42																			
MILITARY OPERATIONS CODE 04																			
ASSISTANT MIL OPS CODE 04A																			
PUBLIC WORKS CODE 43																			
ASSISTANT PW CODE 43A																			
SRVCS CONTRACTS CODE 432																			
CIVIL ENGINEER CODE 43B																			
ENVIRONMENT PROTECTION CODE 43E																			
DRIOCC CODE 43R																			
ENGINEERING DIVISION CODE 436																			
MAINTENANCE CONTROL CODE 435																			
MATERIAL DIVISION CODE 421																			
SECURITY MANAGER CODE 043																			
CONTROL DIVISION CODE 422																			
SHOPS DIVISION CODE 431																			
TELEPHONE MECHANIC CODE 43T																			

Model :NPS DATA MODEL VERSION 5
Subset:ALL

Date: Aug. 29, 1994
Time: 15:46 Page: (

Cell Values:

- ```

C - Not referenced
C - Create
C - Delete
C - Update
C - Read only

```

[illegible]

# Model :NPS DATA MODEL VERSION 5

Subset:ALL

Date: Aug. 29, 1994

Time: 15:46 Page: (4,2)

## Cell Values:

- Not referenced
- C = Create
- D = Delete
- J = Update
- R = Read only

| Entity Type                      | Special Fund | Revolving Fund | Non Appropriated Fund | Facility | Naval Subarea Six Guidance | Land | NPS Visitor or Guest | Institutional Research | Automated Info System Resource | Situation | Naval Postgraduate School | Generic Research Capability | Generic NPS Faculty | Generic NPS Student | Generic Guidance | Generic NPS Staff | Generic Instruction Capability |
|----------------------------------|--------------|----------------|-----------------------|----------|----------------------------|------|----------------------|------------------------|--------------------------------|-----------|---------------------------|-----------------------------|---------------------|---------------------|------------------|-------------------|--------------------------------|
| Organizational Unit              |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| PW ADMIN ASST CODE 434           |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| PW COMPUTER SPECIALIST CODE 43CP |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| SECURITY OFFICE CODE 44          |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| FIRE CHIEF CODE 443              |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| FIRE INSPECTOR CODE 443A         |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| ENL XO AND ADMIN SVCS CODE 41    |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| CCC CODE 41A                     |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| STAFF ADMIN CODE 412             |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| INTERNATIONAL PROGRAMS CODE 035  |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| RESEARCH CODE 08                 |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| RESEARCH ADMIN SUPPORT CODE 81   |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| ACADEMIC SVCS CODE 82            |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| STUDENTS                         |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| REGISTRAR CODE 61                |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| MGMT ANALYST CODE 611            |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| CLASS SCHEDULER CODE 612         |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| EDUCATIONAL MEDIA CODE 032E      |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| STUDENTS CODE 03                 |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| COMPUTER AND INFO SVCS CODE 05   |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| ACADEMIC COMPUTING CODE 51       |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| LIBRARIAN CODE 52                |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| MIS CODE 53                      |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| ADP SECURITY CODE 54             |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| ASSISTANT COMPUTER CODE 05A      |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| CODE 008 MGMT CONTROL            |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| VEHICLE REGISTRATION             |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| REIMBURSABLES CODE 212           |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |
| TENANT COMMANDS                  |              |                |                       |          |                            |      |                      |                        |                                |           |                           |                             |                     |                     |                  |                   |                                |

Date: Aug. 29, 1994

Time: 15:46 Page: (5,1)

**Cell Values:**

- ```

C  - Create
D  - Delete
U  - Update
R  - Read only
-  - Not referenced

```

[illegible]

98

Model :NPS DATA MODEL VERSION 5

Subset:ALL

Cell Values:

- Not referenced
- C - Create
- D - Delete
- U - Update
- R - Read only

Date: Aug. 29, 1994
Time: 15:46 Page: (5,2)

Organizational Unit	Entity Type	SPECIAL FUND	REVOLVING FUND	NON APPROPRIATED FUND	FACILITY	NAVAL SUBAREA SIX GUIDANCE	LAND	NPS VISITOR OR GUEST	INSTITUTIONAL RESEARCH	AUTOMATED INFO SYSTEM RESOURCE	SITUATION	NAVAL POSTGRADUATE SCHOOL	GENERIC BUDGET	GENERIC RESEARCH CAPABILITY	GENERIC NPS FACULTY	GENERIC NPS STUDENT	GENERIC GUIDANCE	GENERIC NPS STAFF	GENERIC FUND	GENERIC INSTRUCTION CAPABILITY
ORMI																				
DENTAL																				
FLENUMETOCEN																				
MEDICAL																				
NAVSECGRUDET																				
NCIS																				
NRL																				
NTCC																				
PSD																				
QHRSC																				
QIS																				
QMDC																				
NOAA																				
PERSEREC																				
TRADOC																				
CODE 006 LEGAL																				
CODE 005 OSH MGR																				
CODE 009 EEO																				
CODE 034M FLIGHT DOC																				
STUDENT ADMIN CODE 032A																				
STUDENT PROJECTS CODE 032D																				
GRADUATION COORDINATOR CODE 032B																				
PROGRAMS AND PLANS CODE 032																				
CIVILIAN INSTITUTIONS CODE 031																				
COMMAND EVALUATION CODE 23																				
FISCAL ANALYSIS CODE 213																				
DEFAR CODE 211																				
TRAVEL CODE 210T																				

Model :NPS DATA MODEL VERSION 5

Subset:ALL

Cell Values:

- Not referenced
- C - Create
- D - Delete
- U - Update
- R - Read only

Date: Aug. 29, 1994
Time: 15:46 Page: (6,2)

Entity Type	Special Fund	Revolving Fund	Non Appropriated Fund	Facility	Naval Subarea Six Guidance	Land	NPS Visitor or Guest	Institutional Research	Automated Info System Resource	Situation	Naval Postgraduate School	Generic Budget	Generic Research Capability	Generic NPS Faculty	Generic NPS Student	Generic Guidance	Generic NPS Staff	Generic Fund	Generic Instruction Capability
Organizational Unit																			
AFFIRMATIVE EMPLOYMENT CODE 222																			
HUMAN RELATIONS CODE 221																			
HUMAN RESOURCES CODE 22																			
EMPLOYEE DEVELOPMENT CODE 224																			
PERSONNEL CODE 22A																			
ADP AND TECH SUPPORT CODE 223																			
TIMEKEEPING CODE 214																			
ASSISTANT STUDENTS CODE 03B																			
THESIS PROCESSING CODE 82SD																			
AVIATION SAFETY CODE 034																			
USA REP CODE 038																			
USMC REP CODE 037																			
USAF REP CODE 039																			
INSTITUTIONAL RESEARCH CODE 0113																			
ADMISSIONS CODE 62																			
QHRSC CODE 65																			
OP MED INFO LAB CODE 66																			
PRINTING CODE DPS																			

TAB H TO APPENDIX D

Function vs. Entity Type Matrix (Clustered)

Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type	Function	ADMINISTER NPS ACADEMIC PROGRAMS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER NPS OFFICER STUDENTS	MANAGE ALL NPS RESOURCES	EXERCISE BUDGETARY CONTROL	CONDUCT OTHER INSTRUCTION AS DIR	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER CONTINUING ED PRGMS	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	KEEP CNO ADVISED	PROVIDE INSTRUCTION TO STUDENTS	MANAGE ALL PROGRAM CURRICULA	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
ACADEMIC PROGRAM		C		R	R	R	R	C	C	C	C	C	C	R	R	R		
ACADEMIC PLAN		C				R	R	C	C	C	C	C	C	R	R	R		
ACADEMIC COURSE INSTRUCTION		C			R	R	R	C	C	C	C	R	R	R	C	R		
NPS PROGRAM		C	C	R	R	R	R	R	R	R	R	R	R	R	R	R		
MILITARY NPS STAFF		C	C	R	R	R	R	R	R	R	R	R	R	R	R		C	R
CIVILIAN NPS STAFF		C	C	R	R	R	R	R	R	R	R				R		C	
NPS POLICY GUIDANCE		C	C	R	R	R	R	R	R	R	R	R	R		R	R	R	R
NPS ORGANIZATIONAL CODE		C	C	R	R	R	R	R	R	R	R	R	R			R	R	
AUTOMATED INFO SYSTEM RESOURCE		C	C	C	R	R		R	R	R	R	R	R		R	R		
NPS VISITOR OR GUEST		C	C	R	R	R		R	R	R	R			R	R	R	R	
ORGANIZATIONAL CODE PROGRAM		C	C	R	R	R	R	R	R	R	R				R			
SITUATION		C	C		R	R		R	R	R					R	R	R	
FACILITY		R	C	R	R	R		R	R	R	R	R	R	R	R		R	
LOCATION		R	C	R	R	R		R	R	R	R	R	R		R		R	
ADMINISTRATIVE PROGRAM			C	C	C	R	R	R	R	R	R	R	R				R	
ADMINISTRATIVE PLAN			C	C	C	R	R	R	R	R	R	R	R					
FACULTY RESEARCH		R		C	R	R	R	R	R		R	R	R	R		R	R	
SHORT COURSE INSTRUCTION		R	R	C	R	R	R	R			R			R	R		R	
DOD GUIDANCE		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
DON GUIDANCE		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
ORGANIZATION		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	C	
AGREEMENT		R	R	R	R	R	C	R	R	R	R	R	R	R	R	R	C	

Model : NPS DATA MODEL VERSION 5

Date: Aug. 27, 1994

Subset: ALL

Time: 15:49 Page: (2,1)

Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type	Function	ADMINISTER NPS ACADEMIC PROGRAMS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER NPS OFFICER STUDENTS	MANAGE ALL NPS RESOURCES	EXERCISE BUDGETARY CONTROL	CONDUCT OTHER INSTRUCTION AS DIR	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER CONTINUING ED PRGMS	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	KEEP CNO ADVISED	PROVIDE INSTRUCTION TO STUDENTS	MANAGE ALL PROGRAM CURRICULA	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
MILITARY OPS SUPPORT CAPABILITY		C	R	R	R	R	R	R	R	R			R	R		C		
MATERIAL		R	C	R	R	R	R	R	R	R			R	R				
MIL OPS SUPPORT PROGRAM		C		R	R	R	R				R				R		R	
LAND		C			R								R				R	
MIL OPS SUPPORT PLAN		C			R												R	
NON APPROPRIATED FUND		R			C	R											R	
REIMBURSABLE FUND		R	R	R		C	R	R	R	R	R	R	R	R	R		R	
NPS BUDGET		R	R	R	R	C	R	R	R	R	R	R	R	R	R	R		
APPROPRIATED FUND		R	R	R	R	C	R	R	R	R	R	R	R	R	R	R		
FINANCIAL PLAN		R	R	R		C	R	R	R	R	R	R	R					
FINANCIAL PROGRAM		R	R	R		C	R	R	R	R	R	R	R					
NPS PLAN		R	R	R	R	C	R	R	R		R			R	R	R		
DEPARTMENTAL BUDGET		R		R		C	R	R							R	R		
DONATED FUND		R	R			C	R											
ORGANIZATIONAL CODE BUDGET		R	R		R	C	R											
ORGANIZATIONAL CODE PLAN		R	R		R	C	R											
REVOLVING FUND			R			C	R							R			R	
SPECIAL FUND						C	R							R			R	
NAVAL POSTGRADUATE SCHOOL						R	R							R			C	
TENANT COMMAND		R	R			R											C	
NAVAL SUBAREA SIX GUIDANCE																	C	R
MILITARY NPS STUDENT		R	R	R	C	R	R	R	R	R	R			R	R			R

Model :NPS DATA MODEL VERSION 5

Date: Aug. 21, 1994

Subset:ALL

Time: 15:49 Page: (3,1)

Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type

Entity Type	Function	ADMINISTER NPS ACADEMIC PROGRAMS	PROVIDE NPS NON ACADEMIC SUPPORT	ADMINISTER NPS RESEARCH PROGRAM	ADMINISTER NPS OFFICER STUDENTS	MANAGE ALL NPS RESOURCES	EXERCISE BUDGETARY CONTROL	CONDUCT OTHER INSTRUCTION AS DIR	ADMINISTER AVIATION SAFETY PRGM	DIRECT DRMI	ADMINISTER CONTINUING ED PRGMS	ADMINISTER OTHER USN SCHOOL PRGM	ADMINISTER CIV INSTRUCTION PRGMS	KEEP CNO ADVISED	PROVIDE INSTRUCTION TO STUDENTS	MANAGE ALL PROGRAM CURRICULA	COORDINATE SUBAREA SIX	PERFORM ALL ASSIGNED DUTIES
CIVILIAN NPS STUDENT		R	R	R	C	R	R	R	R	R	R			R	R	R		
ACADEMIC DEPT OR GROUP		C		R		R	R	R	R	R	R			R	R	R		
CIVILIAN NPS FACULTY		C		R		R	R	R	R	R	R				R	R		
MILITARY FACULTY		C		R	R	R	R	R	R	R	R				R	R		
CURRICULUM INSTRUCTION		C		R	R	R	R	R				R	R	R	R	U		
CURRICULAR PROGRAM		C		R	R	R	R	R				R	R	R	R	U		
INSTITUTIONAL RESEARCH		C		R	R	R		R			R	R	R	R		R		
DEPARTMENTAL PROGRAM		C		R		R	R	R							R	R		
DEPARTMENTAL PLAN		C		R		R	R	R							R	R		
CIVILIAN INSTITUTION INSTRUCTION		R			R	R	R	R	R	R	R	R	C	R	R	R		
CURRICULAR PLAN		R		R		R	R					R	R	R		C		
RESEARCH BUDGET		R		C		R	R							R				
STUDENT RESEARCH		R		C	R							R	R	R				
FEDERAL GOVERNMENT GUIDANCE			R	R	R			R	R				R	R	R		R	
GENERIC FUND																		
GENERIC NPS FACULTY																		
GENERIC RESEARCH CAPABILITY																		
GENERIC GUIDANCE																		
GENERIC INSTRUCTION CAPABILITY																		
GENERIC BUDGET																		
GENERIC NPS STUDENT																		
GENERIC NPS STAFF																		

TAB I TO APPENDIX D

Info System vs. Organizational Unit Matrix

Model :NPS DATA MODEL VERSION 5

Date: Aug. 29, 1994

Subset:ALL

Time: 16:17 Page: (1,1)

Cell Values:
- Not referenced
X - Include

1 2 3
4 5 6
7 8 9

Cell Values:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
--------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Model :NPS DATA MODEL VERSION 5

Date: Aug. 29, 1994

Subset:ALL

Time: 16:17 Page: (2,1)

Cell Values:

- Not referenced

X - Include

1 2 3

4 5 6

7 8 9

Organizational Unit

NSA CODE 38

SSO CODE 38B

23 AND SPACE CODE 39

COMPUTER AND INFO SVCS CODE 05

ASSISTANT COMPUTER CODE 05A

ACADEMIC COMPUTING CODE 51

LIBRARIAN CODE 52

MIS CODE 53

ADP SECURITY CODE 54

INSTRUCTION CODE 06

ASSISTANT INSTRUCTION CODE 06M

ACADEMIC ASSOCIATES

REGISTRAR CODE 61

MGMT ANALYST CODE 611

CLASS SCHEDULER CODE 612

ADMISSIONS CODE 62

DEMI CODE 64

DRHSC CODE 65

OP MED INFO LAB CODE 66

FACULTY CODE 07

ASSOCIATE FACULTY

MILITARY FACULTY CODE 07M

ACADEMIC CHAIRS

AA

CS

CC

XA

VE

Current Info System

ACADEMIC DEPT BUDGETS

ADMISSIONS SYSTEM

BANYAN VINES ADMIN LAN

BOSUN LIBRARY CATALOG

CIVILIAN INSTITUTION DATABASE

CLASS SCHEDULER SYSTEM

CURRICULAR OFFICER CURRIC SYSTEM

DEFENSE CIV PERS DATA SYSTEM

DIALOG LIBRARY SERVICES

DTIC LIBRARY SERVICES

FACULTY DATABASE

FSA LIAISON

HEALTH SCIENCES STUDY CENTER

HRO EXTERNAL

HRO LAN

LEAVE CONTROL NUMBERS

MAINTENANCE MAS

MINOR PROPERTY

MSDS

NITRAS

OFFICER AND ENLISTED ROSTER

POLS MAINFRAME

PM AUTHORITY

PM BOOKS

PM EMPLOYEE FILES

PM HOUSING SYSTEM

PM JOBS

PM LAB MEM

PM SPACE AND FACILITIES

PM REGISTRAR STAR SYSTEM

REQUISITION

RESEARCH BUDGETS

RESEARCH PROPOSALS

RSS ONLINE CATALOG

STLAS RESEARCH REPORTS

SACONS

Model :NPS DATA MODEL VERSION 5
Subset:ALL

Date: Aug. 29, 1994
Time: 16:17 Page: (4,1)

Cell Values:

- Not referenced
- X - Include
- 1 2 3
- 4 5 6
- 7 8 9

Organizational Unit	Current Info System	ACADEMIC DEPT BUDGETS	ADMISSIONS SYSTEM	BANYAN VINES ADMIN LAN	BOSUN LIBRARY CATALOG	CIVILIAN INSTITUTION DATABASE	CLASS SCHEDULER SYSTEM	CURRICULAR OFFICER CURRIC SYSTEM	DEFENSE CIV PERS DATA SYSTEM	DIALOG LIBRARY SERVICES	DTIC LIBRARY SERVICES	FACULTY DATABASE	ESA LIAISON	HEALTH SCIENCES STUDY CENTER	HRD EXTERNAL	HRD LAN	LEAVE CONTROL NUMBERS	MAINTENANCE MAINT	MINOR PROPERTY	MSDS	NITRAS	OFFICER AND ENLISTED ROSTER	POLIS MAINTENANCE	PW AUTHORITY	PW BOOKS	PW EMPLOYER FILES	PW HOUSING SYSTEM	PW JOBS	PW LABOR	PW LAB MEM	PW SPACE AND FACILITIES	REGISTRAR STAR SYSTEM	REQUISITION	RESEARCH BUDGETS	RESEARCH PROPOSALS	RSS ONLINE CATALOG	STILLAS RESEARCH REPORTS
EMPLOYEE DEVELOPMENT CODE 224																																					
PERSONNEL CODE 22A																																					
COMMAND EVALUATION CODE 23																																					
PROGRAMS CODE 03																																					
ASSISTANT PROGRAMS CODE 03A																																					
CIVILIAN INSTITUTIONS CODE 031																																					
PROGRAMS AND PLANS CODE 032																																					
STUDENT ADMIN CODE 032A																																					
GRADUATION COORDINATOR CODE 032B																																					
STUDENT PROJECTS CODE 032D																																					
EDUCATIONAL MEDIA CODE 032E																																					
AVIATION SAFETY CODE 034																																					
INTERNATIONAL PROGRAMS CODE 035																																					
STUDENTS																																					
MILITARY OPERATIONS CODE 04																																					
ASSISTANT MIL OPS CODE 04A																																					
PUBLIC AFFAIRS CODE 042																																					
SECURITY MANAGER CODE 043																																					
ENL XO AND ADMIN SVCS CODE 41																																					
CC CODE 41A																																					
STAFF ADMIN CODE 412																																					
SUPPLY CODE 42																																					
MATERIAL DIVISION CODE 421																																					
CONTROL DIVISION CODE 422																																					
FOOD SERVICE CODE 423																																					
PUBLIC WORKS CODE 43																																					
ASSISTANT PW CODE 43A																																					

Date: Aug. 29, 1994
Time: 16:17 Page: (6,1)

X	-	-	Not referenced
1	2	3	
4	5	6	
7	8	9	

Cell Values:	Organizational Unit	CODE 04B
- Not referenced	MILITARY BUDGET ASST	
X - Include	CHAPLAIN CODE 16	X
1 2 3	TENANT COMMANDS	
4 5 6	DENTAL	
7 8 9	DHRSC	
	OIS	
	QMDQ	
	QDMI	
	FLNUMETOCEN	
	MEDICAL	
	NAVSECGRUDET	
	NCIS	
	NOAA	
	NRL	
	NTCC	
	PERSEREC	
	PSD	
	PRADOC	

TAB J TO APPENDIX D

Info System vs. Entity Type Matrix

o

Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type	Current Info System	BANYAN VINES ADMIN LAN	CURRICULAR OFFICER CURRIC SYSTEM	CLASS SCHEDULER SYSTEM	REGISTRAR STAR SYSTEM	NITRAS	ACADEMIC DEPT BUDGETS	RESEARCH PROPOSALS	RESEARCH BUDGETS	CIVILIAN INSTITUTION DATABASE	MAINFRAME MAS	POLS MAINFRAME	PW AUTHORITY	PW LABOR	PW JOBS	PW LAB MEM	PW SPACE AND FACILITIES	MINOR PROPERTY	MSDS	PW EMPLOYEE FILES
ORGANIZATION		R	R	R				R		R	R	R		R	R	R		R	R	R
FACILITY		R	R	R								R	R	R	R	R	R			R
MILITARY NPS STAFF		R	R	R	R	R	R						R	R	R	R				R
MILITARY FACULTY		R	R	R	R	R	R	R												
ACADEMIC DEPT OR GROUP		R	R	R	R		R	R	R									R		
DEPARTMENTAL PLAN		R	R				R	R	R											
DEPARTMENTAL BUDGET		R	R				C	R	R											
FACULTY RESEARCH		R				R	R	R	R											
STUDENT RESEARCH		R				R	R	R	R	R										
FINANCIAL PLAN		R					R	R	R	R	R	R	R	R	R	R				
FINANCIAL PROGRAM		R					R	R	R	R	R	R	R	R	R	R				
REIMBURSABLE FUND		R					R	R					R	R						
APPROPRIATED FUND		R					R						R							
NON APPROPRIATED FUND		R					R					R	R							
MATERIAL		R							R									R	R	
LOCATION		R		R				R		R							R	R	R	
NPS ORGANIZATIONAL CODE		R	R		R												R	R	R	R
MILITARY NPS STUDENT		R	R	R	R	R				R										
CIVILIAN NPS STUDENT		R	R	R	R	R				R										
CURRICULUM INSTRUCTION		R	R	R	R	R				R										
CIVILIAN NPS FACULTY		R	R	R	R	R														
CIVILIAN NPS STAFF		R	R	R	R	R								R	R					R
SITUATION		R	R	R										R	R					
ACADEMIC PROGRAM		R	R	R			R													

Model :NPS DATA MODEL VERSION 5
Subset:ALL

Date: Aug. 29, 1994
Time: 10:36 Page: (1,2)

Cell Values:

= Not referenced
C = Create
D = Delete
U = Update
R = Read only

Entity Type	Current Info System	PW HOUSING SYSTEM	LEAVE CONTROL NUMBERS	OFFICER AND ENLISTED ROSTER	FACULTY DATABASE	HRO LAN	DEFENSE CIV PERS DATA SYSTEM	DTIC LIBRARY SERVICES	DIALOG LIBRARY SERVICES	BOSUN LIBRARY CATALOG	HRO EXTERNAL	HEALTH SCIENCES STUDY CENTER	PW BOOKS	REQUISITION	SACONS	FSA LIAISON	ADMISSIONS SYSTEM	RSS ONLINE CATALOG	NCEDS	STILAS RESEARCH REPORTS
ORGANIZATION		R	R			R					R	R	R							R
FACILITY		R											R	R	R			R		
MILITARY NPS STAFF		R	R	R																
MILITARY FACULTY		R	R	R	R															
ACADEMIC DEPT OR GROUP				R																
DEPARTMENTAL PLAN																				
DEPARTMENTAL BUDGET																				
FACULTY RESEARCH					R			R	R	R										R
STUDENT RESEARCH								R	R	R		R								
FINANCIAL PLAN														R	R	R				
FINANCIAL PROGRAM														R	R	R				
REIMBURSABLE FUND														R	R	R				
APPROPRIATED FUND													R	R	R	R				
NON APPROPRIATED FUND														R	R					
MATERIAL														R	R			R		
LOCATION																		R		
NPS ORGANIZATIONAL CODE			R	R									R							
MILITARY NPS STUDENT		R	R														C			
CIVILIAN NPS STUDENT		R															C			
CURRICULUM INSTRUCTION																				
CIVILIAN NPS FACULTY					R	R	R													
CIVILIAN NPS STAFF					R	R	R													
SITUATION																				
ACADEMIC PROGRAM																				

Model : NPS DATA MODEL VERSION 5
Subset: ALL

Date: Aug. 29, 1994
Time: 10:36 Page: (2,1)

Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type	Current Info System	BANYAN VINES ADMIN LAN	CURRICULAR OFFICER CURRIC SYSTEM	CLASS SCHEDULER SYSTEM	REGISTRAR STAR SYSTEM	NITRAS	ACADEMIC DEPT BUDGETS	RESEARCH PROPOSALS	RESEARCH BUDGETS	CIVILIAN INSTITUTION DATABASE	MAINFRAME MAS	POLS MAINFRAME	PW AUTHORITY	PW LABOR	PW JOBS	PW LAB MEM	PW SPACE AND FACILITIES	MINOR PROPERTY	MSDS	PW EMPLOYEE FILES
ACADEMIC COURSE INSTRUCTION	R	R	C	R			R													
SHORT COURSE INSTRUCTION	R		R	R	R		R													
INSTITUTIONAL RESEARCH	R						R													
DEPARTMENTAL PROGRAM	R	R					R											R		
ACADEMIC PLAN	R	R					R													
CURRICULAR PROGRAM	R	R			R				R											
CURRICULAR PLAN	R	R			R															
ADMINISTRATIVE PROGRAM	R	R																		
NPS POLICY GUIDANCE	R	R																		
DOD GUIDANCE	R																			
DON GUIDANCE	R																			
FEDERAL GOVERNMENT GUIDANCE	R																			
LAND	R																			
MILITARY OPS SUPPORT CAPABILITY	R											R	R	R	R	R				
REVOLVING FUND	R											R	R	R	R	R				
TENANT COMMAND	R											R	R	R	R	R				
AGREEMENT	R											R	R	R	R					
MIL OPS SUPPORT PLAN	R											R								
MIL OPS SUPPORT PROGRAM	R																			
NAVAL POSTGRADUATE SCHOOL	R																			
NAVAL SUBAREA SIX GUIDANCE	R																			
NPS BUDGET	R						R													
DONATED FUND	R																			
SPECIAL FUND	R																			

Model :NPS DATA MODEL VERSION 5
Subset:ALL

Date: Aug. 29, 1994
Time: 10:36 Page: (2,2)

Cell Values:

= Not referenced
C = Create
D = Delete
U = Update
R = Read only

Entity Type	Current Info System	PW HOUSING SYSTEM	LEAVE CONTROL NUMBERS	OFFICER AND ENLISTED ROSTER	FACULTY DATABASE	HRO LAN	DEFENSE CIV PERS DATA SYSTEM	DTIC LIBRARY SERVICES	DIALOG LIBRARY SERVICES	BOSUN LIBRARY CATALOG	HRO EXTERNAL	HEALTH SCIENCES STUDY CENTER	PW BOOKS	REQUISITION	SACONS	FSA LIAISON	ADMISSIONS SYSTEM	RSS ONLINE CATALOG	NCPDS	STILAS RESEARCH REPORTS
ACADEMIC COURSE INSTRUCTION																				
SHORT COURSE INSTRUCTION																				
INSTITUTIONAL RESEARCH																				
DEPARTMENTAL PROGRAM																				
ACADEMIC PLAN																				
CURRICULAR PROGRAM																				
CURRICULAR PLAN																				
ADMINISTRATIVE PROGRAM																				
NPS POLICY GUIDANCE						R				R										
DOD GUIDANCE										R	R									
DON GUIDANCE										R	R									
FEDERAL GOVERNMENT GUIDANCE										R										
LAND																				
MILITARY OPS SUPPORT CAPABILITY																				
REVOLVING FUND																R				
TENANT COMMAND													R							
AGREEMENT																				
MIL OPS SUPPORT PLAN													R							
MIL OPS SUPPORT PROGRAM													R							
NAVAL POSTGRADUATE SCHOOL																				
NAVAL SUBAREA SIX GUIDANCE																				
NPS BUDGET														R			R			
DONATED FUND														R			R			
SPECIAL FUND																	R			

Model :NPS DATA MODEL VERSION 5

Subset:ALL

Date: Aug. 29, 1994

Time: 10:36 Page: (3,1)

Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type	Current Info System	BANYAN VINES ADMIN LAN	CURRICULAR OFFICER CURRIC SYSTEM	CLASS SCHEDULER SYSTEM	REGISTRAR STAR SYSTEM	NITRAS	ACADEMIC DEPT BUDGETS	RESEARCH PROPOSALS	RESEARCH BUDGETS	CIVILIAN INSTITUTION DATABASE	MAINFRAME MAS	POLS MAINFRAME	PW AUTHORITY	PW LABOR	PW JOBS	PW LAB MEM	PW SPACE AND FACILITIES	MINOR PROPERTY	MSDS	PW EMPLOYEE FILES
NPS PLAN	R					R														
NPS PROGRAM	R					R														
NPS VISITOR OR GUEST	R																			
ORGANIZATIONAL CODE BUDGET	R	R																		
ORGANIZATIONAL CODE PLAN	R	R																		
ORGANIZATIONAL CODE PROGRAM	R	R																		
ADMINISTRATIVE PLAN	R	R																		
RESEARCH BUDGET	R						R	C												
CIVILIAN INSTITUTION INSTRUCTION	R									R										
AUTOMATED INFO SYSTEM RESOURCE	R																			
GENERIC RESEARCH CAPABILITY																				
GENERIC NPS STAFF																				
GENERIC GUIDANCE																				
GENERIC FUND																				
GENERIC NPS STUDENT																				
GENERIC INSTRUCTION CAPABILITY																				
GENERIC NPS FACULTY																				
GENERIC BUDGET																				

Model :NPS DATA MODEL VERSION 5

Subset:ALL

Date: Aug. 29, 1994

Time: 10:36 Page: (3,2)

Cell Values:

= Not referenced

C = Create

D = Delete

U = Update

R = Read only

Entity Type	Current Info System	PW HOUSING SYSTEM	LEAVE CONTROL NUMBERS	OFFICER AND ENLISTED ROSTER	FACULTY DATABASE	HRO LAN	DEFENSE CIV PERS DATA SYSTEM	DTIC LIBRARY SERVICES	DIALOG LIBRARY SERVICES	BOSUN LIBRARY CATALOG	HRO EXTERNAL	HEALTH SCIENCES STUDY CENTER	PW BOOKS	REQUISITION	SACONS	FSA LIAISON	ADMISSIONS SYSTEM	RSS ONLINE CATALOG	NCPDS	STILAS RESEARCH REPORTS
NPS PLAN																				
NPS PROGRAM																				
NPS VISITOR OR GUEST																				
ORGANIZATIONAL CODE BUDGET																				
ORGANIZATIONAL CODE PLAN																				
ORGANIZATIONAL CODE PROGRAM																				
ADMINISTRATIVE PLAN																				
RESEARCH BUDGET																				
CIVILIAN INSTITUTION INSTRUCTION																				
AUTOMATED INFO SYSTEM RESOURCE																				
GENERIC RESEARCH CAPABILITY																				
GENERIC NPS STAFF																				
GENERIC GUIDANCE																				
GENERIC FUND																				
GENERIC NPS STUDENT																				
GENERIC INSTRUCTION CAPABILITY																				
GENERIC NPS FACULTY																				
GENERIC BUDGET																				

TAB K TO APPENDIX D

Info System vs. Function Matrix

Model : NPS DATA MODEL VERSION 5

Date: Aug. 29, 1994

Subset: ALL

Time: 10:54 Page: (1,1)

Cell Values:

= Not referenced

(= Include

1 2 3

4 5 6

7 8 9

Cell Values:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
--------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TAB L TO APPENDIX D

Entity Type and Entity Sub-type Attributes

Tab L to Appendix D

ATTRIBUTE CROSS REFERENCE

Model : NPS DATA MODEL VERSION 5

Subset: ALL

Aug. 27, 1994 16:34

attribute:	ACADEMIC_COURSE_ID	
entity:	ACADEMIC_COURSE_INSTRUCTION	
properties:	Mandatory Basic Text Length: 0	
attribute:	ACADEMIC_COURSE_TYPE	
entity:	ACADEMIC_COURSE_INSTRUCTION	
properties:	Mandatory Basic Text Length: 0	
attribute:	ACADEMIC_DEPARTMENT_ID	
subtype:	ACADEMIC_DEPARTMENT of entity:	ACADEMIC_DEPT_OR_GROUP
properties:	Mandatory Basic Text Length: 0	
attribute:	ACADEMIC_DEPT_OR_GRP_TYPE	
entity:	ACADEMIC_DEPT_OR_GROUP	
properties:	Mandatory Basic Text Length: 0	
attribute:	ACADEMIC_GROUP_ID	
subtype:	ACADEMIC_GROUP of entity:	ACADEMIC_DEPT_OR_GROUP
properties:	Mandatory Basic Text Length: 0	
attribute:	ACTION_ENTRY	
entity:	IEF_SUPPLIED	
properties:	Mandatory Basic Text Length: 2	
attribute:	AGREEMENT_ID	
entity:	AGREEMENT	
properties:	Mandatory Basic Text Length: 0	
attribute:	APPROPRIATED_FUND_ID	
entity:	APPROPRIATED_FUND	
properties:	Mandatory Basic Text Length: 0	
attribute:	APPROPRIATED_FUND_TYPE	
entity:	APPROPRIATED_FUND	
properties:	Mandatory Basic Text Length: 0	
attribute:	AUTOMATED_INFO_RESOURCE_ID	
entity:	AUTOMATED_INFO_SYSTEM_RESOURCE	
properties:	Mandatory Basic Text Length: 0	
attribute:	AVERAGE_CURRENCY	
entity:	IEF_SUPPLIED	
properties:	Mandatory Basic Number Length: 11 Decimal: 2	
attribute:	AVERAGE_INTEGER	
entity:	IEF_SUPPLIED	
properties:	Mandatory Basic Number Length: 9 Decimal: 0	
attribute:	AVERAGE_REAL	
entity:	IEF_SUPPLIED	
properties:	Mandatory Basic Number Length: 15 Decimal: 4	

attribute: BUDGET ID
 entity: GENERIC BUDGET
 properties: Mandatory Basic Text Length: 0

attribute: BUDGET TYPE
 entity: GENERIC BUDGET
 properties: Mandatory Basic Text Length: 0

attribute: CIVILIAN FACULTY RANK
 entity: CIVILIAN NPS FACULTY
 properties: Mandatory Basic Text Length: 0

attribute: CIVILIAN INSTITUTION PRGM ID
 entity: CIVILIAN INSTITUTION INSTRUCTION
 properties: Mandatory Basic Text Length: 0

attribute: CIVILIAN INSTITUTION PRGM TYPE
 entity: CIVILIAN INSTITUTION INSTRUCTION
 properties: Mandatory Basic Text Length: 0

attribute: CIVILIAN STUDENT TYPE
 entity: CIVILIAN NPS STUDENT
 properties: Mandatory Basic Text Length: 0

attribute: COMMAND
 entity: IEF SUPPLIED
 properties: Mandatory Basic Text Length: 80

attribute: COUNT
 entity: IEF SUPPLIED
 properties: Mandatory Basic Number Length: 9 Decimal: 0

attribute: CURRICULAR PROGRAM ID
 entity: CURRICULUM INSTRUCTION
 properties: Mandatory Basic Text Length: 0

attribute: CURRICULAR PROGRAM TYPE
 entity: CURRICULUM INSTRUCTION
 properties: Mandatory Basic Text Length: 0

attribute: DEFENSE AGENCY TYPE
 subtype: DEFENSE AGENCY of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: DEFENSE SECRETARY ID
 subtype: DEFENSE SECRETARY of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: DENTAL ORG CODE ID
 subtype: DENTAL ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: DHRSC ORG CODE ID
 subtype: DHRSC ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: DIS ORG CODE ID
 subtype: DIS ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: DMDC_ORG_CODE_ID
 subtype: DMDC_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: DOD_ORGANIZATION_TYPE
 subtype: DOD_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Varchar Length: 0

attribute: DONATED_FUND_ID
 entity: DONATED_FUND
 properties: Mandatory Basic Text Length: 0

attribute: DONATED_FUND_TYPE
 entity: DONATED_FUND
 properties: Mandatory Basic Text Length: 0

attribute: DRMI_ORG_CODE_ID
 subtype: DRMI_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: EDUCATIONAL_INSTITUTION_ID
 subtype: EDUCATIONAL_INSTITUTION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: FACILITY_TYPE
 entity: FACILITY
 properties: Mandatory Basic Varchar Length: 0

attribute: FACULTY_RESEARCH_ID
 entity: FACULTY_RESEARCH
 properties: Mandatory Basic Text Length: 0

attribute: FLAG
 entity: IEF_SUPPLIED
 properties: Mandatory Basic Text Length: 1

attribute: FLENUMETOCEN_ORG_CODE_ID
 subtype: FLENUMETOCEN_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: FOREIGN_GOVERNMENT_ID
 subtype: FOREIGN_GOVERNMENT_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: FOREIGN_NON_GOVERNMENT_ID
 subtype: FOREIGN_NON_GOVT_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Varchar Length: 0

attribute: FUND_TYPE
 entity: GENERIC_FUND
 properties: Mandatory Basic Text Length: 0

attribute: GEOGRAPHICAL_LOCATION_AREA
 entity: LOCATION
 properties: Mandatory Basic Text Length: 0

attribute: GUIDANCE_ID
 entity: GENERIC_GUIDANCE
 properties: Mandatory Basic Text Length: 0

attribute: GUIDANCE_TYPE

entity: GENERIC_GUIDANCE
 properties: Mandatory Basic Text Length: 0

attribute: INSTITUTIONAL_RESEARCH_ID
 entity: INSTITUTIONAL_RESEARCH
 properties: Mandatory Basic Text Length: 0

attribute: INSTRUCTION_TYPE
 entity: GENERIC_INSTRUCTION_CAPABILITY
 properties: Mandatory Basic Text Length: 0

attribute: INTERNATIONAL_ID
 subtype: INTERNATIONAL_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: JOINT_MILITARY_STAFF_ID
 subtype: JOINT_MILITARY_STAFF of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: LAND_ID
 entity: LAND
 properties: Mandatory Basic Text Length: 0

attribute: LAND_TYPE
 entity: LAND
 properties: Mandatory Basic Text Length: 0

attribute: LOCATION_ID
 entity: LOCATION
 properties: Mandatory Basic Text Length: 0

attribute: MATERIAL_ID
 entity: MATERIAL
 properties: Mandatory Basic Text Length: 0

attribute: MEDICAL_ORG_CODE_ID
 subtype: MEDICAL_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: MILITARY_FACULTY_RANK
 entity: MILITARY_FACULTY
 properties: Mandatory Basic Text Length: 0

attribute: MILITARY_SERVICE_ORG_TYPE
 subtype: MILITARY_SERVICE_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: MILITARY_STUDENT_TYPE
 entity: MILITARY_NPS_STUDENT
 properties: Mandatory Basic Text Length: 0

attribute: MIL_OP_SUPPORT_CAPABILITY_TYPE
 entity: MILITARY_OPS_SUPPORT_CAPABILITY
 properties: Mandatory Basic Text Length: 0

attribute: MONTEREY_COUNTY_LOCATION_AREA
 subtype: MONTEREY_COUNTY_LOCATION of entity: LOCATION
 properties: Mandatory Basic Text Length: 0

attribute: NAVSECGRUDET_ORG_CODE_ID
 subtype: NAVSECGRUDET_ORGANIZATION of entity: ORGANIZATION

properties: Mandatory Basic Text Length: 0
 attribute: NCIS_ORG_CODE_ID
 subtype: NCIS_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0
 attribute: NOAA_ORG_CODE_ID
 subtype: NOAA_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0
 attribute: NON_EDUCATIONAL_USN_ORG_TYPE
 subtype: USN_NON_EDUCATIONAL_ORGANIZATION of entity:
 ORGANIZATION
 properties: Mandatory Basic Text Length: 0
 attribute: NPS_FACULTY_ID
 entity: GENERIC_NPS_FACULTY
 properties: Mandatory Basic Text Length: 0
 attribute: NPS_FACULTY_TYPE
 entity: GENERIC_NPS_FACULTY
 properties: Mandatory Basic Text Length: 0
 attribute: NPS_ORGANIZATIONAL_CODE_ID
 entity: NPS_ORGANIZATIONAL_CODE
 properties: Mandatory Basic Text Length: 0
 attribute: NPS_PROGRAM_ID
 entity: NPS_PROGRAM
 properties: Mandatory Basic Text Length: 0
 attribute: NPS_PROGRAM_TYPE
 entity: NPS_PROGRAM
 properties: Mandatory Basic Text Length: 0
 attribute: NPS_STUDENT_ID
 entity: GENERIC_NPS_STUDENT
 properties: Mandatory Basic Text Length: 0
 attribute: NPS_STUDENT_TYPE
 entity: GENERIC_NPS_STUDENT
 properties: Mandatory Basic Text Length: 0
 attribute: NPS_VISITOR_OR_GUEST_ID
 entity: NPS_VISITOR_OR_GUEST
 properties: Mandatory Basic Text Length: 0
 attribute: NRL_ORG_CODE_ID
 subtype: NRL_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0
 attribute: NTCC_ORG_CODE_ID
 subtype: NTCC_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0
 attribute: ORGANIZATION_TYPE
 entity: ORGANIZATION
 properties: Mandatory Basic Varchar Length: 0
 attribute: OTHER_US_GOVERNMENT_ID
 subtype: OTHER_US_GOV'T_ORGANIZATION of entity: ORGANIZATION

properties: Mandatory Basic Varchar Length: 0
 attribute: OTHER_US_GOVERNMENT_TYPE
 subtype: OTHER_US_GOVT_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0
 attribute: PERCENTAGE
 entity: IEF_SUPPLIED
 properties: Mandatory Basic Number Length: 3 Decimal: 0
 attribute: PERMANENT_INSTALL_FACILITY_ID
 subtype: PERMANENTLY_INSTALLED_FACILITY of entity: FACILITY
 properties: Mandatory Basic Text Length: 0
 attribute: PERSEREC_ORG_CODE_ID
 subtype: PERSEREC_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0
 attribute: PLAN_ID
 entity: NPS_PLAN
 properties: Mandatory Basic Text Length: 0
 attribute: PLAN_TYPE
 entity: NPS_PLAN
 properties: Mandatory Basic Text Length: 0
 attribute: PORTABLE_FACILITY_ID
 subtype: PORTABLE_FACILITY of entity: FACILITY
 properties: Mandatory Basic Text Length: 0
 attribute: PSD_ORG_CODE_ID
 subtype: PSD_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0
 attribute: REIMBURSABLE_FUND_ID
 entity: REIMBURSABLE_FUND
 properties: Mandatory Basic Text Length: 0
 attribute: REIMBURSABLE_FUND_TYPE
 entity: REIMBURSABLE_FUND
 properties: Mandatory Basic Text Length: 0
 attribute: RESEARCH_TYPE
 entity: GENERIC_RESEARCH_CAPABILITY
 properties: Mandatory Basic Text Length: 0
 attribute: SHORT_COURSE_ID
 entity: SHORT_COURSE_INSTRUCTION
 properties: Mandatory Basic Text Length: 0
 attribute: SHORT_COURSE_TYPE
 entity: SHORT_COURSE_INSTRUCTION
 properties: Mandatory Basic Text Length: 0
 attribute: SITUATION_ID
 entity: SITUATION
 properties: Mandatory Basic Text Length: 0
 attribute: SITUATION_TYPE
 entity: SITUATION
 properties: Mandatory Basic Text Length: 0

attribute: SPECIAL_FUND_ID
 entity: SPECIAL_FUND
 properties: Mandatory Basic Text Length: 0

attribute: SPECIAL_FUND_TYPE
 entity: SPECIAL_FUND
 properties: Mandatory Basic Text Length: 0

attribute: STAFF_ID
 entity: GENERIC_NPS_STAFF
 properties: Mandatory Basic Text Length: 0

attribute: STAFF_TYPE
 entity: GENERIC_NPS_STAFF
 properties: Mandatory Basic Text Length: 0

attribute: STUDENT_RESEARCH_ID
 entity: STUDENT_RESEARCH
 properties: Mandatory Basic Text Length: 0

attribute: SUBSCRIPT
 entity: IEF_SUPPLIED
 properties: Mandatory Basic Number Length: 9 Decimal: 0

attribute: TEMP_INSTALLED_FACILITY_ID
 subtype: TEMPORARILY_INSTALLED_FACILITY of entity: FACILITY
 properties: Mandatory Basic Text Length: 0

attribute: TENANT_COMMAND_ID
 entity: TENANT_COMMAND
 properties: Mandatory Basic Text Length: 0

attribute: THESIS_TITLE
 entity: STUDENT_RESEARCH
 properties: Mandatory Basic Text Length: 0

attribute: TOTAL_CURRENCY
 entity: IEF_SUPPLIED
 properties: Mandatory Basic Number Length: 15 Decimal: 2

attribute: TOTAL_INTEGER
 entity: IEF_SUPPLIED
 properties: Mandatory Basic Number Length: 15 Decimal: 0

attribute: TOTAL_REAL
 entity: IEF_SUPPLIED
 properties: Mandatory Basic Number Length: 15 Decimal: 4

attribute: TRADOC_ORG_CODE_ID
 subtype: TRADOC_ORGANIZATION of entity: ORGANIZATION
 properties: Mandatory Basic Text Length: 0

attribute: UNIFIED_OR_SPECIFIED_COMMAND_ID
 subtype: UNIFIED_OR_SPECIFIED_COMMAND of entity: ORGANIZATION
 properties: Mandatory Basic Varchar Length: 0

attribute: USN_ORGANIZATIONAL_ID
 entity: NAVAL_POSTGRADUATE_SCHOOL
 properties: Mandatory Basic Varchar Length: 0

attribute: US_AIR_FORCE_ID
subtype: US_AIR_FORCE_ORGANIZATION of entity: ORGANIZATION
properties: Mandatory Basic Varchar Length: 0

attribute: US_ARMY_ORGANIZATION_TYPE
subtype: US_ARMY_ORGANIZATION of entity: ORGANIZATION
properties: Mandatory Basic Text Length: 0

attribute: US_MARINE_CORPS_ID
subtype: US_MARINE_CORPS_ORGANIZATION of entity: ORGANIZATION
properties: Mandatory Basic Varchar Length: 0

attribute: US_NAVY_ID
subtype: US_NAVY_ORGANIZATION of entity: ORGANIZATION
properties: Mandatory Basic Text Length: 0

attribute: US_NAVY_ORGANIZATION_TYPE
subtype: US_NAVY_ORGANIZATION of entity: ORGANIZATION
properties: Mandatory Basic Text Length: 0

attribute: US_NON_GOVT_ORGANIZATION_TYPE
subtype: US_NON_GOVT_ORGANIZATION of entity: ORGANIZATION
properties: Mandatory Basic Text Length: 0

-End of Report-

TAB M TO APPENDIX D

Activity Hierarchy Diagram (AHD) Decomposition

COORDINATE ACADEMIC PROGRAMS

ADMINISTER EDUCATION PROGRAMS

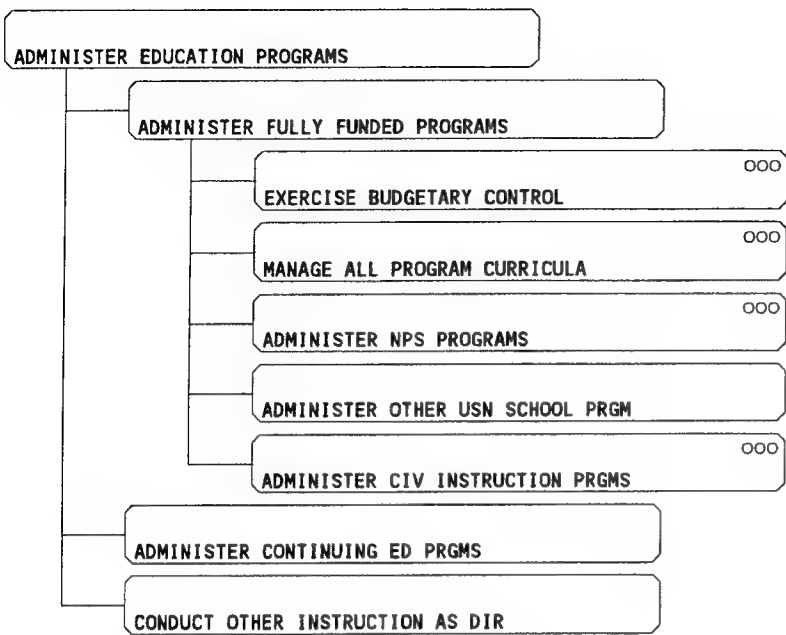
000

PROVIDE INSTRUCTION TO STUDENTS

000

KEEP CNO ADVISED

000



EXERCISE BUDGETARY CONTROL

DEVELOP FINANCIAL PLANNING

COORDINATE FINANCIAL PLANNING

MANAGE ALL PROGRAM CURRICULA

DEVELOP CURRICULAR PROGRAMS

000

COORDINATE CURRICULA

000

PERIODICALLY REVIEW CURRICULA

MAINTAIN CURRENT CURRICULA

LIAISON WITH PROGRAM MANAGERS

RECOMMEND NEW STUDY AREAS

RECOMMEND NEW METHODOLOGIES

DEVELOP CURRICULAR PROGRAMS

FORMULATE CURRICULA CONTENT

COORDINATE CURRICULA

SUPERVISE CURRICULAR TEAMS

COLLABORATE WITH NPS STAFF

KEEP STD MONITORING PROCEDURES

ENSURE CURRIC MEETS DEGREE REQMT

ENSURE CURRIC MEETS PROF REQMTS

ENSURE CURRIC CONSISTENCY

ESTABLISH STANDARD CURRICULA

KEEP PROF OBJ FOR CURRIC PRGM

LIAISON WITH MILITARY SPONSORS

BE FAMILIAR WITH CIV INS PRGMS

BE KNOWLEDGEABLE ABT TRNSFR FLD

FOSTER FACULTY PARTICIPATION

MAINTAIN RELEVANT COURSE CONTENT

COLLABORATE WITH ACADEMIC DEPTS

ADAPT GEN PROC TO CURRIC PRGM

CURRICULAR OFFICER PROGRAM DUTY

UPDATE CURRICULA IN LIAISON

MAINTAIN CURRICULA IN LIAISON

DEVELOP CURRICULA IN LIAISON

ADMINISTER NPS PROGRAMS

MANAGE ALL NPS RESOURCES

000

ADMINISTER NPS ACADEMIC PROGRAMS

000

ADMINISTER NPS OFFICER STUDENTS

000

PROVIDE NPS NON ACADEMIC SUPPORT

000

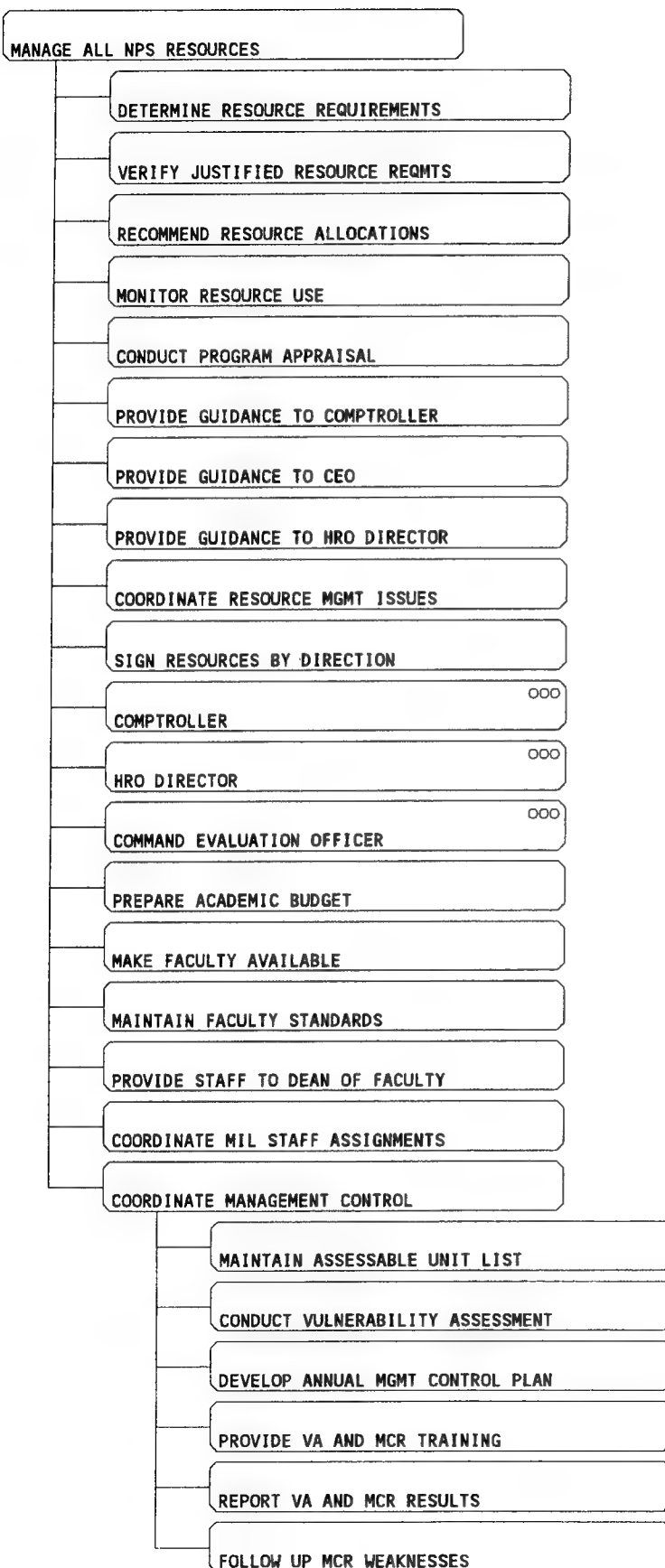
ADMINISTER NPS RESEARCH PROGRAM

000

ADMINISTER AVIATION SAFETY PRGM

000

DIRECT DRMI



COMPTROLLER

DEVELOP FINANCIAL PLANS

FORMULATE NPS BUDGET

DEVELOP NPS POM INPUTS

DETERMINE FINANCIAL REPROGRAM

COORDINATE BUDGETING

PROVIDE FINANCIAL ADVICE

PROVIDE OPTAR FUNDING CONTROLS

MAINTAIN SUPS FUNDS RECORDS

LIAISON WITH NAVFINCEN

PERFORM TIMEKEEPING FUNCTIONS

AUDIT THE IMPREST FUND

LIAISON WITH NAVY AUDIT SERVICE

COORDINATE GAO STUDIES

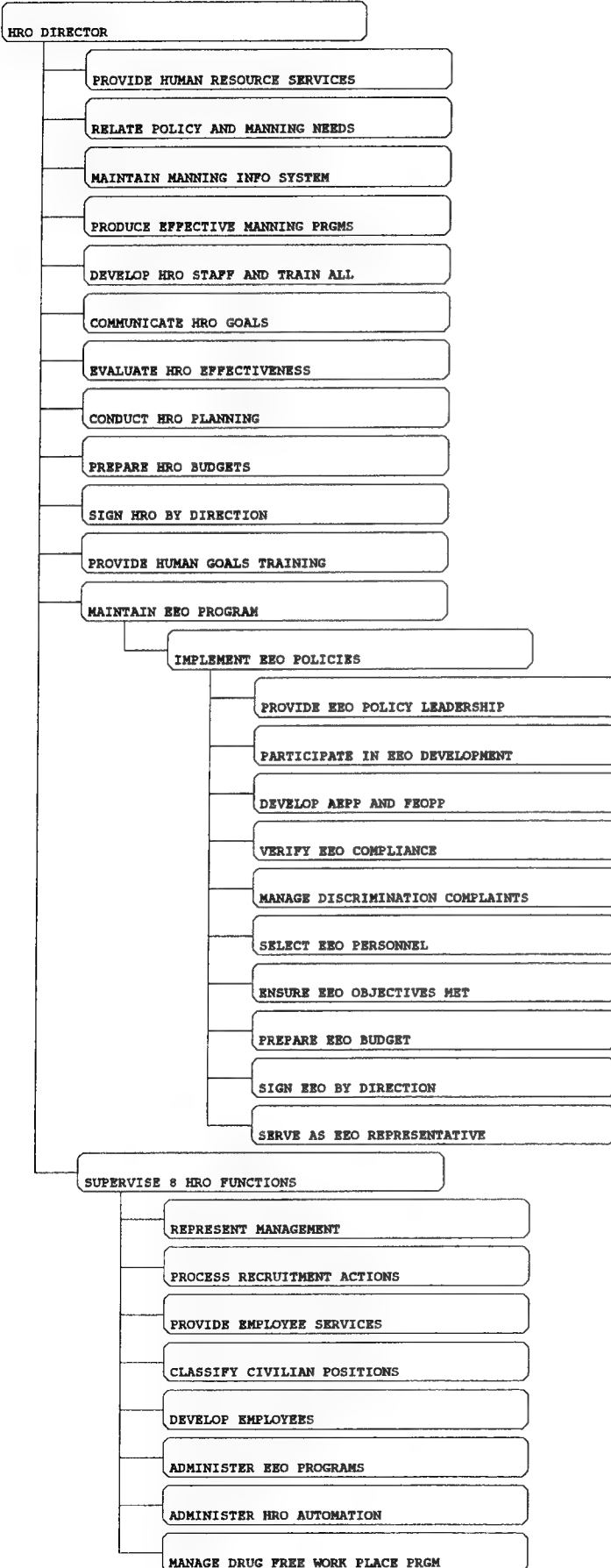
EXECUTE MANAGING TO PAYROLL

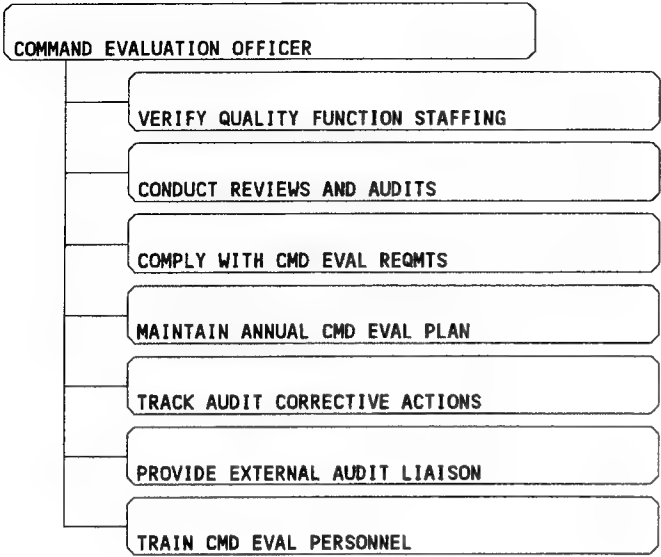
COORDINATE COM ACTIVITY REVIEW

PERFORM EXTERNAL BUDGET LIAISON

COORDINATE WITH NETSAFA

SIGN BUDGET BY DIRECTION





ADMINISTER NPS ACADEMIC PROGRAMS

EXERCISE NPS RESPONSIBILITIES

000

PROVIDE EDUCATIONAL PROGRAMS

000

PLAN ACADEMIC AFFAIRS

000

PRESENT GRADUATE EDUCATION REVW

EXERCISE NPS RESPONSIBILITIES

CHAIR NPS PLANNING BOARD

SIGN ACADEMIC BY DIRECTION

PROVIDE EDUCATIONAL PROGRAMS

PROVIDE CONTINUING EDUCATION PRG

CONSIDER ED PRGM COST DECISION

ADVISE PROVOST ON ED PRGMS

CONTINUOUSLY IMPROVE COURSES

DEVELOP SHORT COURSES

IMPROVE TEACHING AND INSTRUCTION

SUPERVISE REGISTRAR

000

SUPERVISE ADMISSIONS

000

SERVE AS EDUCATIONAL LIAISON

ACT AS EXEC SEC TO ACAD COUNCIL

CHAIR ACAD COUNCIL WHEN REQ

HELP SELECT AND TRAIN FACULTY

REC ACADEMIC ASSOCIATE APPTS

SUPERVISE ACADEMIC ASSOCIATES

000

MANAGE CODE 06 RESOURCES

OVERSEE ACADEMICS IN CURRIC RVWS

REC ASSOCIATE DEANS OF INST

MANAGE ALUMNI PROGRAMS

ADMINISTER EDUCATIONAL PROGRAMS

000

COORDINATE DEPARTMENT ACADEMICS

CONDUCT PROFESSIONAL LECTURES

REVIEW EDUCATIONAL AREAS

000

PROVIDE EDUCATIONAL LIAISON

FORMULATE ACADEMIC POLICIES

SUPERVISE REGISTRAR

KEEP ACAD REGISTRATION RECORD

MAINTAIN STUDENT REG DATA

ADMINISTER NPS REG POLICIES

ADMINISTER ENROLLMENT DATA PROCS

DIST QTRLY TRANSCRIPTS

PROVIDE QRTLY USN GRAD REPORT

PROVIDE REPORTS TO AUTH REQUESTS

PROCESS ACADEMIC CREDIT RECORDS

PROVIDE TRANSCRIPTS AS REQUIRED

MAINTAIN TRANSCRIPTS FROM OTHERS

SUPERVISE FORECASTING FUNCTION

PROVIDE FUTURE REQ PREDICT DATA

PROVIDE PRESCHEDULING DATA

SUPERVISE SOF COMPLETION

ADMINISTER SOF SURVEY

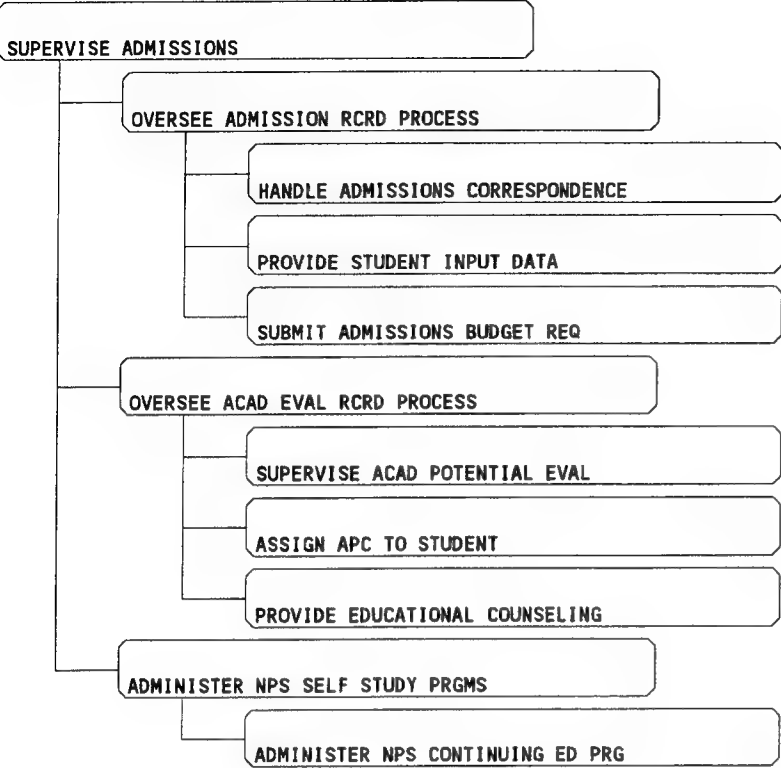
SUPERVISE CLASS SCHEDULING

PREPARE QRTLY ACADEMIC INST SCHD

PREPARE QRTLY FINAL EXAM SCHED

MAINTAIN ACAD SPACE SCHED

ALLOCATE CLASS SPACE AS AVAIL



SUPERVISE ACADEMIC ASSOCIATES

SUPERVISE STUDENT ACADEMIC PROGR

SUPERVISE CURRIC DEVELOPMENT

ADMINISTER EDUCATIONAL PROGRAMS

000

OVERSEE MILITARY FACULTY

PLAN ACADEMIC PROGRAMS

ADMINISTER ACAD PRGM RESOURCES

ADMINISTER ACADEMIC RESOURCES

000

SUPERVISE ACADEMIC DEPT CHAIRS

RECOMMEND FACULTY APPOINTMENTS

REC FACULTY PROMOTION AND AWARDS

HELP DEVELOP RESEARCH PROGRAMS

PREPARE ACADEMIC BUDGETS

ALLOCATE ACADEMIC DEPT BUDGETS

PARTICIPATE ON NPS PLANNING BRD

REC ASSOCIATE DEAN OF FACULTY

REC ACADEMIC DEPT CHAIRS

HELP DEVELOP NEW CURRICULA

IMPLEMENT STAFF DEVELOPMENT PRGM

ACT AS CODE 07 RESOURCE MANAGER

COORDINATE ACCREDITATION PREPS

ACT AS PROVOST AS REQ

OVERSEE MILITARY FACULTY

PREPARE O5 OFFICER EVALS

SIGN O4 OFFICER EVALS

TRACK MIL FACULTY RANKING RECS

OBTAIN MIL FACULTY REPLACEMENTS

COORDINATE MIL FACULTY MENTORS

PROVIDE TQL

COORD MIL FACULTY MTG ATTENDANCE

EVAL MIL FAC PROF DEVELOP PLANS

PARTICIPATE IN SOC

REPRESENT MIL FAC IN MTGS

PROVIDE INFO TO MIL FACULTY

REPRESENT MIL FACULTY IN EVENTS

SUPERVISE ACADEMIC DEPT CHAIRS

CHAIR ACADEMIC DEPT OR GROUP

PLAN ACADEMIC DEPT PROGRAM

SUPERVISE ACADEMIC DEPT

ACCOMPLISH CURRICULA OBJECTIVES

SUPERVISE RESEARCH PROGRAMS

PROVIDE ACADEMIC DEPT ADVICE

REPRESENT ACADEMIC AND ADMIN NPS

RECRUIT FACULTY AND STAFF

REC FACULTY AND STAFF

PROVIDE FACULTY ORIENTATION

OVERSEE FACULTY MENTOR PROGRAM

MONITOR FACULTY TECH IMPROVEMENT

REC FACULTY FOR AWARD AND PROMO

EVALUATE STAFF PERFORMANCE

KEEP COURSES UP TO DATE

SUBMIT COURSE JOURNALS

SUBMIT TEXTBOOK REQUIREMENTS

EVALUATE COURSE INSTRUCTION

COORDINATE GRADING PRACTICES

SUBMIT GRADES ON TIME

STAY FAMILIAR WITH CIV INSTITUTE

HELP CURRIC RVWS OF CIV INST PRG

DEVELOP ACADEMIC PRGM RSRC PLAN

SUBMIT ACAD RESOURCE REQUESTS

TAKE CUSTODY OF SPACE AND EQUIP

EXERCISE SAFETY CONTROL

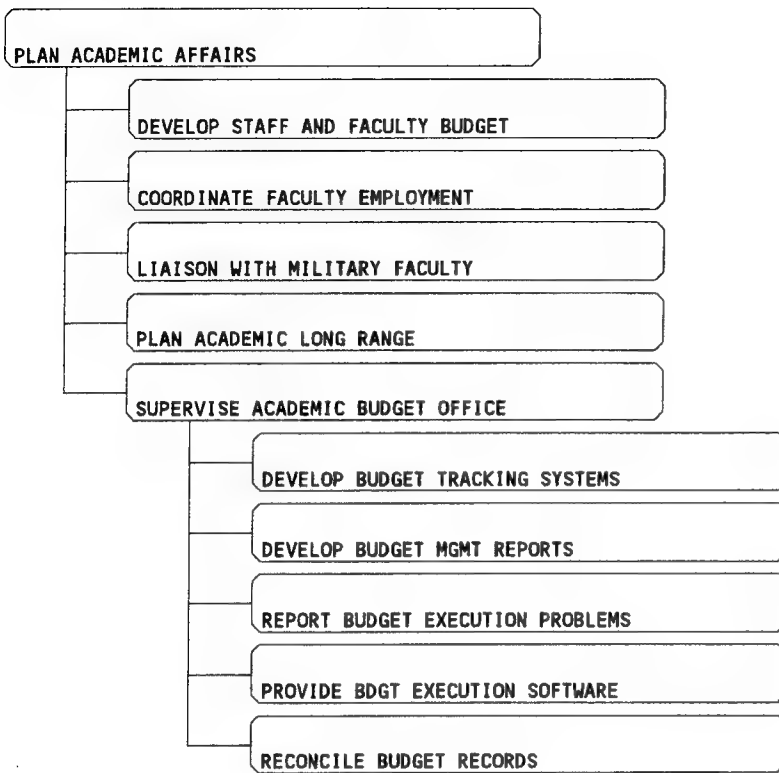
PROVIDE PROFESSIONAL DEVELOPMENT

REC ASSOCIATE DEPT CHAIRS

WORK WITH CURRIC OFFCR AND ACAD

REVIEW EDUCATIONAL AREAS

ENSURE CURRICULA STANDARDS



ADMINISTER NPS OFFICER STUDENTS

ACT AS STUDENT RESOURCE MANAGER

000

SUPERVISE STUDENTS

000

MAINTAIN STUDENT STATISTICS

SERVE ON NPS PLANNING BOARD

ASSIST CODE 03 WITH STUDENTS

000

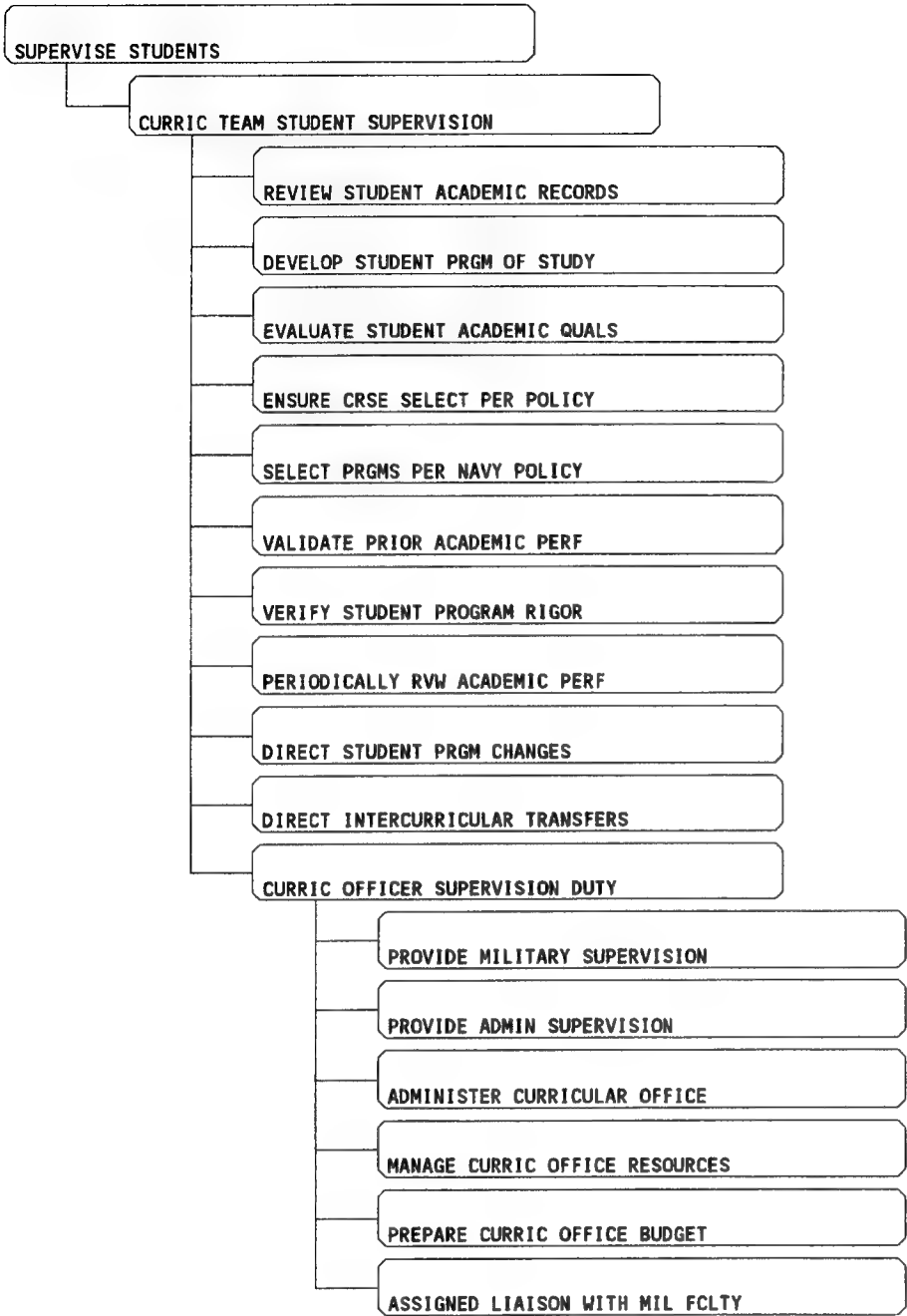
ASSIST CODE 03 WITH PROGRAMS

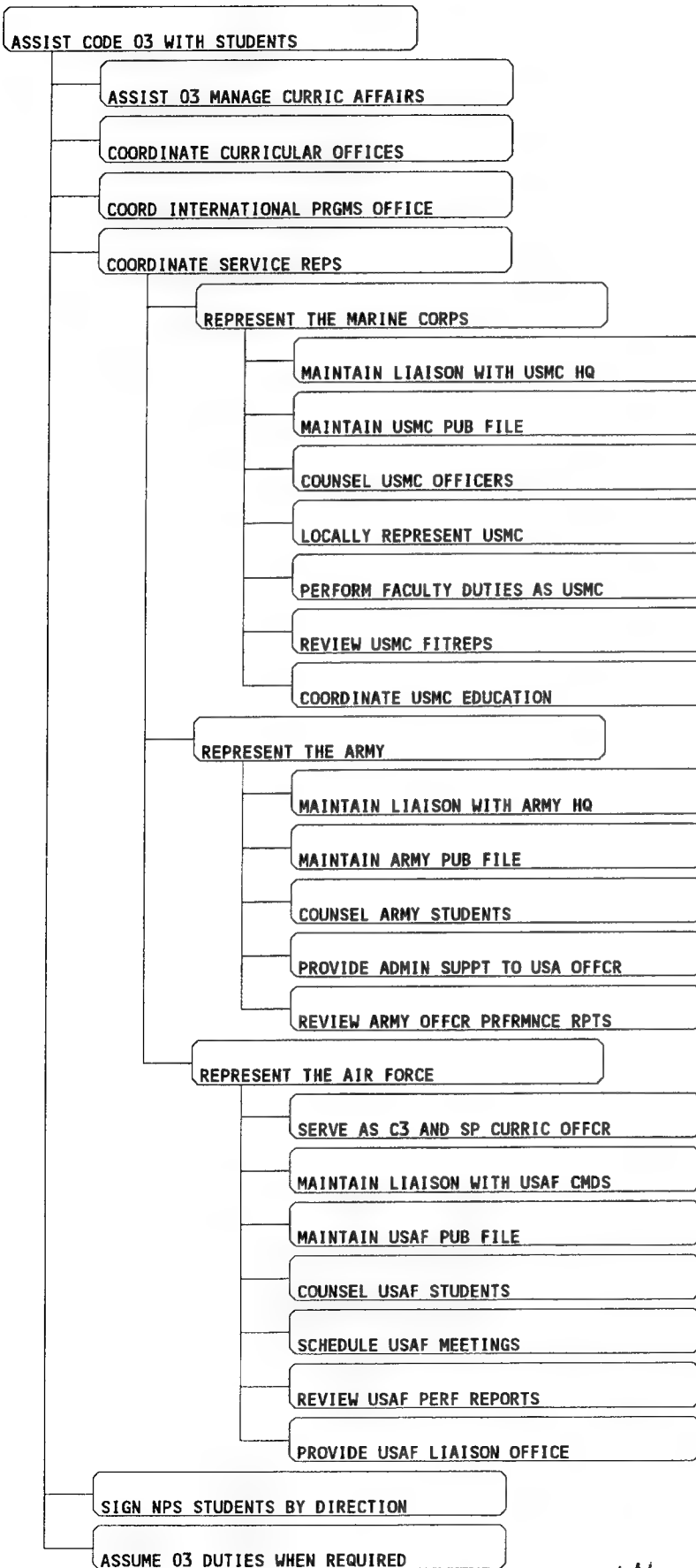
000

SIGN STUDENTS BY DIRECTION

ACT AS STUDENT RESOURCE MANAGER

COORDINATE STUDENT INPUTS





ASSIST CODE 03 WITH PROGRAMS

ASSIST CODE 03 WITH ADMIN

PROVIDE EXT LIAISON FOR CODE 03

OVERALL COORDINATION 03 STAFF

CONTROL CODE 03 CORRESPONDENCE

SUPERVISE CODE 03 OPTAR

COORDINATE 03 STAFF PLACEMENT

PREPARE 03 REPORTS

SIGN STUDENTS AND CURRIC BY DIR

ASSUME 03 DUTIES IF ABSENT

MANAGE PROGRAMS AND PLANS

000

MANAGE STUDENT AND CURRIC ADMIN

000

MANAGE PROGRAMS AND PLANS

GRADUATION COORDINATOR

SCHEDULE GRADUATION

COORDINATE ACADEMIC AWARDS

ORGANIZE GRADUATION REHEARSAL

MONITOR BIENNIAL CURRIC REVIEWS

SUPPORT VISITING SPONSORS

ACT AS CODE 03 SUPPLY REP

ROUTE AND FILE CODE 03 MESSAGES

STUDENT PROJECT OFFICER

PRODUCE MMTR

PRODUCE MONTHLY NITRAS REPORT

MAINTAIN AOE STATISTICS

ASSIST PRODUCTION GERG AND GERB

PROVIDE COMMAND BRIEF DATA

DIRECTOR EDUCATIONAL MEDIA

PROVIDE AV LIAISON WITHIN DOD

ATTEND AV CONFERENCES

ARRANGE AV DEMOS AND DISPLAYS

DETERMINE NPS AV REQUIREMENTS

PREPARE AV REPORTS

LIAISON WITH DPPSO

ACT AS NPS PRINT COORDINATOR

ACT AS NPS PHOTOGRAPHIC OFFICER

PROVIDE AV ASSISTANCE TO FACULTY

CONDUCT AV TRAINING SEMINARS

DISSEMINATE NEW AV INFO

PRODUCE VISUAL INFORMATION

PROVIDE GRAPHIC SUPPORT

PROVIDE PHOTOGRAPHIC SERVICES

PROVIDE COPYING EQUIPMENT

MAINTAIN AV CUSTODY

PREPARE AV BUDGET

MANAGE STUDENT AND CURRIC ADMIN

IMPLEMENT CODE 03 ADMIN

ADMINISTER 03 MINOR PROPERTY

COORDINATE 03 PW REQUESTS

SERVE AS EVENT ACTION OFFICER

SERVE AS 03 ADP ACTION OFFICER

ACT AS 03 SECURITY ACTION OFFCR

SERVE AS 03 TRAINING OFFICER

SERVE AS CODE 03 REP TO SAC

ASSIST MAINTAIN PHYS RSRCS INV

ASSIST GENERATE FACILITIES REQMT

PROVIDE NPS NON ACADEMIC SUPPORT

ASSIST SUPERINTENDENT

000

DIRECT INTERNATIONAL PROGRAMS

000

PROVIDE LEGAL SERVICES

000

ADMINISTER SAFETY AND HEALTH PRG

000

MANAGE COMPUTING AND IRM

000

ADMINISTER FAMILY SERVICE CENTER

000

ADMINISTER MWR ACTIVITIES

000

ADMINISTER NPS PHYSICAL SECURITY

000

ADMINISTER PUBLIC WORKS DEPT

000

ADMINISTER SUPPLY DEPARTMENT

000

MANAGE ADMIN AND MIL PERS SERVCS

000

ADMINISTER INFO AND PERS SEC PRG

000

COORDINATE PUBLIC AFFAIRS

000

ADMINISTER CODE 04

000

ADMINISTER CMD RELIGIOUS PRGM

000

SUPERVISE NPS BACHELOR QUARTERS

000

ADMINISTER NEX ACTIVITIES

000

HELP PROVIDE NON ACADEMIC SUPPRT

000

ASSIST SUPERINTENDENT

PROVIDE ADMIN ASSISTANCE

REVIEW CORRESPONDENCE

COORDINATE SUP ACTION ITEMS

SERVE NPS BOARD AS SECRETARY

PREPARE OFFICIAL CORRESPONDENCE

SIGN ADMIN BY DIRECTION

PERFORM OTHER ADMIN DUTIES

SCHEDULE FLAG APPOINTMENTS

LIAISON OFFICIAL GUESTS

ASSIST WITH CEREMONIES

ARRANGE FLAG RECEPTIONS

ADMINISTER ORF AND PAF

PERFORM OTHER DUTIES AS ASSIGNED

REP SUP LIAISON OTHER SERVICES

REP SUP IN CIVIC COMMUNITY

ASSUME SUP DUTIES WHEN REQ

ACT FOR SUP FOR NPS FACILITY USE

PERFORM DUTIES ASSIGNED BY SUP

DIRECT INTERNATIONAL PROGRAMS

PROVIDE INFO TO FOREIGN STUDENT

SUBMIT FOREIGN STUDENT PRGM RPTS

BRIEF FOREIGN VISITORS

COORD FOREIGN STDNT ORIENTATION

ADMINISTER INFORMATIONAL PRGM

PREPARE IP BUDGET

COORDINATE FOREIGN COMMUNITY

OVERSEE FOREIGN ACTIVITIES

PROVIDE INS AND VISA GUIDANCE

ASSIGN FOREIGN STUDENT GREETERS

HELP FOREIGN STUDENT CHECKIN

SUPPORT FOREIGN STUDENTS IN CURR

COORDINATE SPONSOR PROGRAM

PROVIDE LEGAL SERVICES

LEGALLY ADVISE SUPERINTENDENT

COORDINATE FOIA AND PRIVACY ACT

ACT AS ETHICS OFFICIAL

DRAFT CONVENING ORDERS

TAKE STAFF JAG ACTION

PREPARE LEGAL PAPERS

SERVE AS COMMAND LEGAL ADVISOR

CONDUCT POST TRIAL REVIEWS

RENDER LEGAL ASSISTANCE

VERIFY LEGAL SUFFICIENCY

ADJUDICATE PERSONNEL CLAIMS

SIGN LEGAL BY DIRECTION

ADMINISTER SAFETY AND HEALTH PRG

MANAGE S AND OH PROGRAM

DEVELOP PREVENTION PROGRAMS

PREPARE SAFETY RULES

CONDUCT SAFETY INSPECTIONS

ENSURE SAFETY COMPLIANCE

IMPLEMENT WORKPLACE MONITORING

RECORD SAFETY PROBLEMS

MANAGE HAZARD ABATEMENT PLAN

MAINTAIN MISHAP RECORDS

CONDUCT CAUSAL FACTOR STUDIES

IMPROVE SAFETY PROGRAMS

MAINTAIN SAFETY LIAISON

IMPLEMENT SAFETY REQUIREMENTS

COORDINATE OSH EXTERNALLY

CONDUCT SAFETY TRAINING

PROVIDE TECHNICAL SAFETY ADVICE

FOSTER SAFETY AWARENESS

PREPARE SAFETY BUDGET

ESTABLISH SAFETY GOALS

SERVE AS SAFETY CONSULTANT

IMPLEMENT HAZARD REPORTING

COORDINATE SAFETY PROCUREMENT

MONITOR TRAFFIC SAFETY PROGRAM

EVALUATE CIVILIAN INJURY CLAIMS

ADVISE SAFETY EMPLOYMENT

MONITOR OTHER SAFETY PROGRAMS

ATTEND SAFETY CONFERENCES

PROVIDE TENANT SAFETY SUPPORT

SIGN SAFETY BY DIRECTION

CHAIR OSH COMMITTEE

MANAGE COMPUTING AND IRM

MONITOR NPS COMPUTING INFO SRVCS

IMPLEMENT SCHOOL WIDE IRM POLICY

ADMINISTER COMP IMPROVE RSRCS

ACT AS CODE 05 POSITION MANAGER

ACT AS CODE 05 RESOURCE MANAGER

REC CODE 05 ASSOCIATE DEANS

SUPERVISE ACADEMIC COMPUTING

SUPERVISE LIBRARY

SUPERVISE MIS ACTIVITIES

SUPERVISE ADP SECURITY OFFICER

ADMINISTER ADP LIFE CYCLE PRGM

ADMINISTER ADP SECURITY PROGRAM

000

ADMINISTER COMPUTER INTEGRATION

SERVE ON PLANNING BOARD

SERVE AS EXEC SEC OF IRMEB

CHAIR CAB

CHAIR LIBRARY COUNCIL

MANAGE COMPUTER CENTER

000

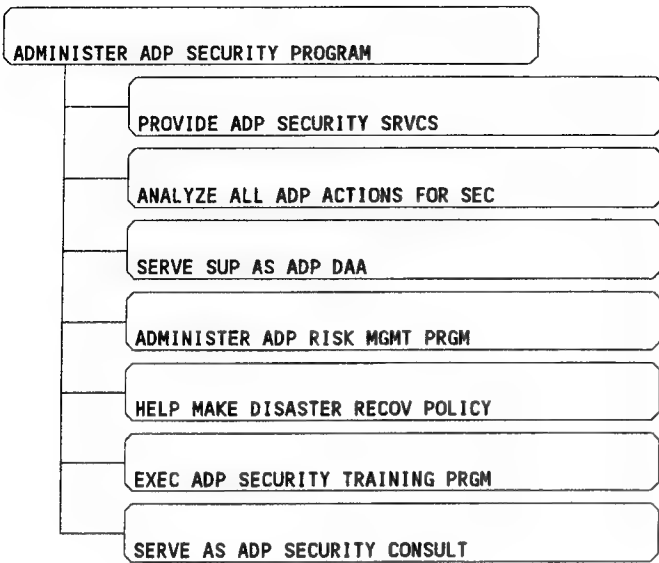
PROVIDE LIBRARY AND INFO SERVICE

000

ADMINISTER ADMIN COMPUTING

000

SERVE AS ADP TECHNICAL AUTHORITY



MANAGE COMPUTER CENTER

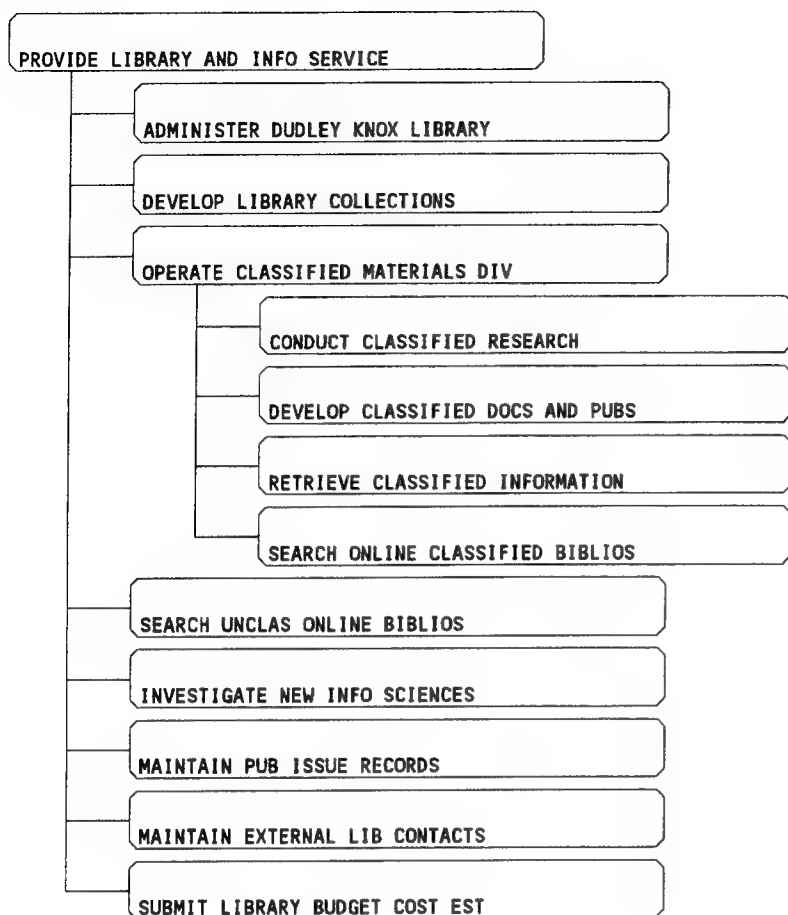
CONTROL AND SUPERVISE CC RSRCS

RECRUIT ADP PERSONNEL

PLAN ADP PROCUREMENT

SUBMIT ACAD ADP BUDGET COST EST

MAINTAIN EXTERNAL ADP CONTACTS



ADMINISTER ADMIN COMPUTING

OVERSEE NPS DEVELOPED ADMIN ADP

PLAN ADMIN ADP BUSINESS SYS USE

DIRECT MIS NEED STUDIES

OVERSEE ADMIN LANS

SUBMIT ADMIN ADP BUDGET COST EST

SUPERVISE ADMIN ADP NEW TECH

SUPERVISE MULTIUSER SYS DATA

OVERSEE ADMIN NET AND APP DEV GP

ADMINISTER FAMILY SERVICE CENTER

COORDINATE COUNSELOR ACTIVITIES

PROVIDE COUNSELING SERVICES

PREPARE FSC BUDGET

SERVE AS POC WITH PERS66

ADVISE SUP ON MIL FSC MATTERS

COORDINATE TRAINING REQUESTS

ADVERTISE FSC SERVICES

SERVE AS CACO COORDINATOR

ADMINISTER FAMILY ADVOCACY PRGM

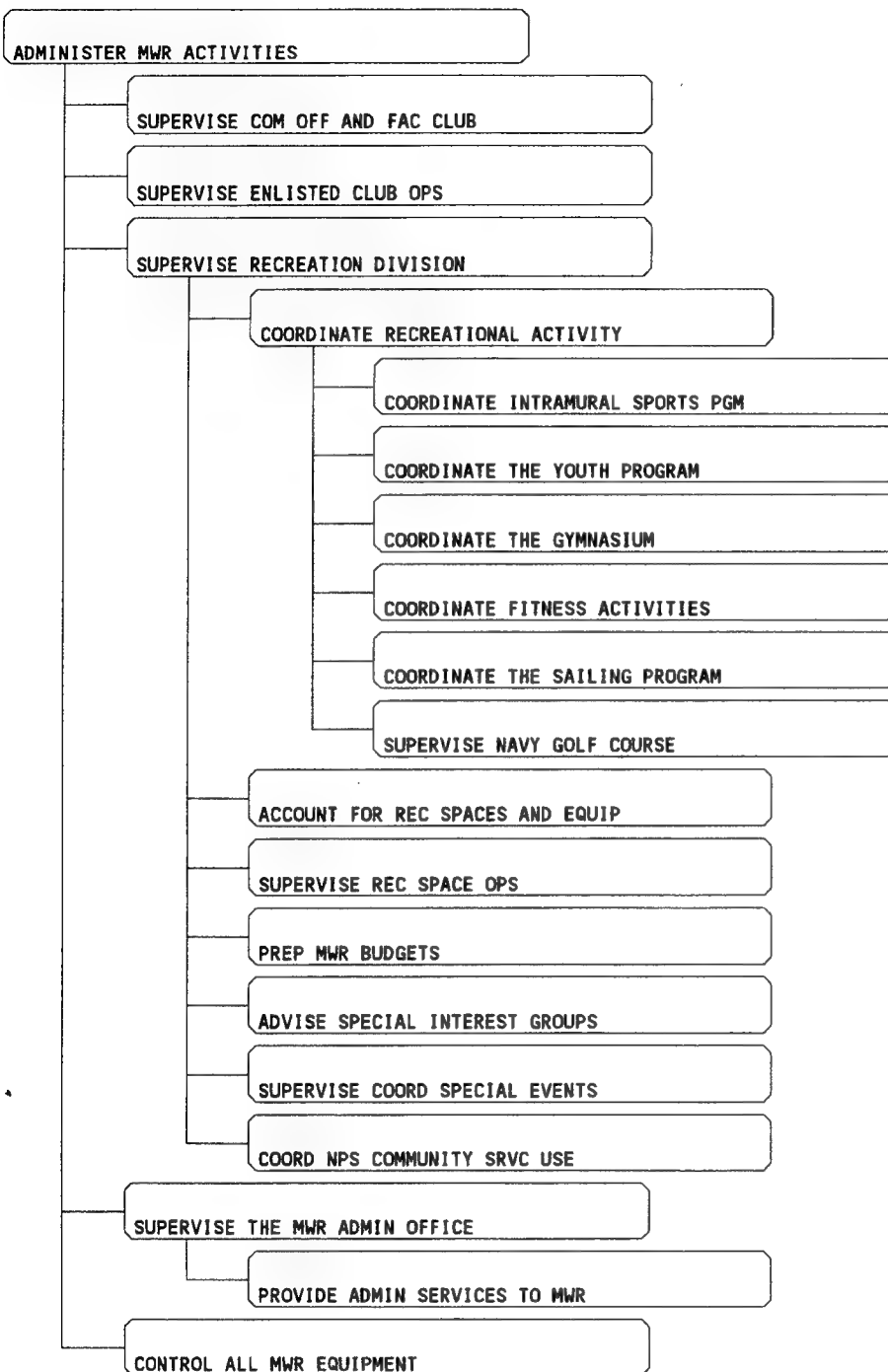
SERVE AS NPS FAMILY ADVOCACY OFF

LIAISON FORT ORD COMMUNITY SRVCS

REPORT SPOUSE OR CHILD ABUSE

CHAIR NPS FAMILY ADVOCACY COM

SIGN FSC BY DIRECTION



ADMINISTER NPS PHYSICAL SECURITY

MANAGE COMMAND PHYSICAL SECURITY

MANAGE NPW LAW ENFORCEMENT PRGM

MANAGE NPS ANTI TERRORISM PRGM

MANAGE NPS LOSS PREVENTION PRGM

EVALUATE PHYSICAL SECURITY PRGM

EVALUATE ANTI TERRORISM PRGM

EVALUATE LOSS PREVENTION PRGM

MAINTAIN NPS PHYSICAL SEC PLAN

CONDUCT PHYS SEC INSPECTIONS

ID PROP TO BE PROTECTED

ID RESTRICTED AREAS AND DESIG

DETERMINE RESTRICTED AREA BOUNDS

DETERMINE LEGAL JURISDICTION MAP

PROVIDE PHYS SEC AND FIRE PROT

ASSESS THREAT TO COMMAND

ID RESRCS TO IMPLEMENT PHYS SEC

ESTABLISH ACCESS BARRIERS

MAINTAIN PERSONNEL ID AND ACCESS

COORD TENANT PHYS SEC REQMTS

LIAISON FOR MUTUAL SECURITY

MAINTAIN LOSS PREVENTION PRGM

MAINTAIN LOSS RECORDS

FACILITATE PHYS SEC REVW COM

SERVE ON NPS CMD SURVEY BOARD

ADMINISTER SECURITY ED PRGM

TRAIN NPS SECURITY FORCE

PREPARE SEC FORCE SOPS AND PLANS

DEVELOP SECURITY DIRECTIVES

CONTROL SMALL ARMS AND AMMO

TRAIN SMALL ARMS PERSONNEL

SUPERVISE OPERATIONS DIVISION

SUPERVISE ADMIN PHYSICAL SEC DIV

SUPERVISE INVESTIGATIVE DIVISION

SUPERVISE FIRE DIVISION

ACT AS DISASTER PREP OFFICER

ACT AS GEN EMERG ON SCENE CDR

ACT AS PRIVILEGE REV HEARING OFF

SERVE ON APDCB

PREPARE SECURITY BUDGETS

SIGN PHYS SECURITY BY DIR

ADMINISTER PUBLIC WORKS DEPT

SERVE AS OICC OR ROICC

SUPERVISE FACILITIES AND UTILITY

SUPERVISE PW DEPT SAFETY

ENSURE ENVIRONMENTAL COMPLIANCE

ADMINISTER CONSTRUCTION CONTRACT

PROVIDE PW SERVICE TO NAVAL ACTS

PREPARE PW BUDGETS

ASST PUBLIC WORKS OFFICER

MANAGE COMMAND GOVT HOUSING

RECOMMEND HOUSING USE POLICY

IDENTIFY HOUSING FACILITIES REQS

REC HOUSING ELIGIBILITY REGS

RECOMMEND HOUSING RENT CHARGES

KEEP HOUSING ASSIGNMNT PLAN LIST

KEEP HOUSING ASSIGNMNT WAIT LIST

CONDUCT QUARTERS INSPECTIONS

COORDINATE TENANT WORK REQUESTS

MANAGE PW ENG DIV

PROVIDE SUPPORT TO MAINT CONTROL

PREPARE FACILITY MAINT PLANS

PREPARE FACILITY CONSTRUCT PLANS

PREPARE SHORE FACILITY PRGM PLAN

PREPARE PROJECT DESIGN AND EST

CONDUCT SPEC FIELD ENG STUDIES

PROVIDE PLANT INV REC TECH DATA

MAINTAIN TECH PLANT FILES

OVERSEE ENVIRONMENTAL PROGRAM

PREPARE TECH REPORTS AS REQ

CONSERVE UTILITIES

CONSERVE ENERGY

PROVIDE PHYSICAL PLANT SUPPORT

PROVIDE PHYSICAL PLANT LOGISTICS

PROVIDE PHYSICAL PLANT ADMIN

MANAGE REAL PROPERTY

PROVIDE INPUTS TO NSIFPPS

ASST PUBLIC WORKS OFFICER

MANAGE PW DAY TO DAY OPS

ACT AS PW OFFICER WHEN REQ

ACT AS TELEPHONE OFFICER

ACT AS HAZARDOUS WASTE COORD

PERFORM ASSIGNED PW DUTIES

ASSIST PW DEPT AND CONTRACTS OFF

000

MANAGE THE PW SHOPS DIVISION

000

MANAGE FAC SPT SERV CONTRACT DIV

000

PROVIDE ADMIN ASSISTANCE TO PW

000

MANAGE MAINT CONTROL DIV

000

PROVIDE PW DEPT MIS SUPPORT

000

ASSIST PW DEPT AND CONTRACTS OFF

LIAISON PW AND SERVICED ACTIVITY

OVERSEE FACILITY SUPPORT CONTRCT

OVERSEE IQ CONSTRUCTION CONTRACT

PROVIDE ENG DEPT DESIGN SUPPORT

PROVIDE COMMAND BATT ENG SUPPORT

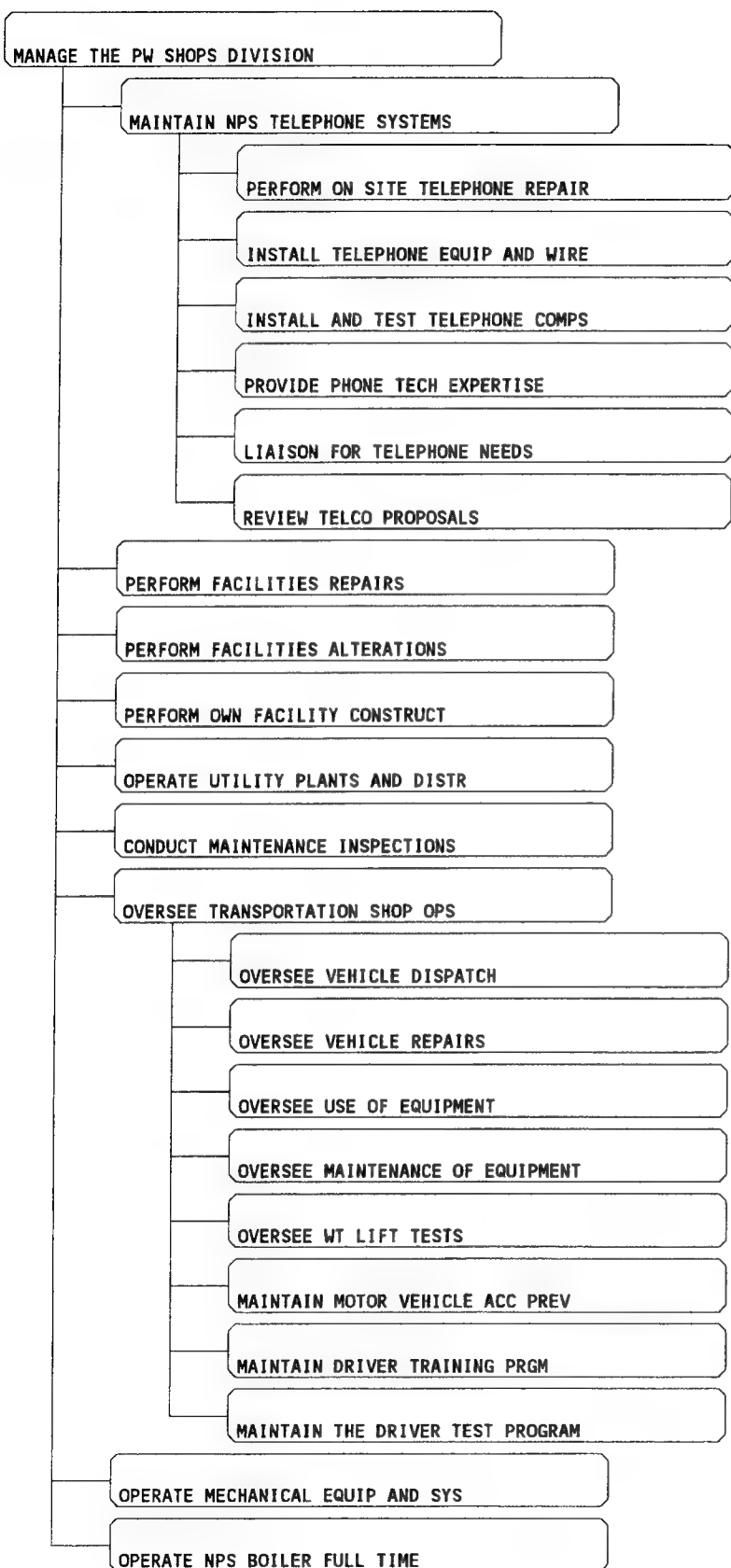
PROVIDE ENERGY CONSERVE DSGN RVW

REDUCE ENERGY AND H2O USE

REC FACILITY IMPROVEMENTS

OVERSEE SHUTTLE BUS OPS

ACT AS SEABEE DIV OFFICER



MANAGE FAC SPT SERV CONTRACT DIV

VERIFY CONTRACT WORK REQUESTS

ESTIMATE JOB MANPOWER AND MATLS

PROVIDE CONTRCT INSPECT PERSON

EVAL CONTRACT SCOPE AND PERF

DEVELOP SERVICE CONTRACT QA PRGM

EVAL SERVICE CONTRACT INVOICE

UPDATE FAR FOR SERVICE CONTRACTA

PROVIDE ADMIN ASSISTANCE TO PW

ACT AS PW DEPT FINANCIAL MANAGER

COORDINATE PW PERSONNEL ACTIONS

LIAISON PW WITH HRO

PROVIDE PW DEPT OFFICE SERVICES

PREPARE PW DEPT BUDGETS

EVALUATE PW DEPT CONTROL REPORTS

FINANCIALLY CONTROL JOB ORDERS

ADMINISTER COLLATERAL EQUIP PRGM

MANAGE MAINT CONTROL DIV

SCREEN AND CLASSIFY JOB ORDERS

EST MEN AND MATERIAL FOR JOBS

DETERMINE NEED FOR ENG ADVICE

PREPARE CONTRACT RFP FOR WORK

JUSTIFY FUNDING SPECIAL PROJECTS

DEVELOP INSPECTION STANDARDS

MAINTAIN FACILITY HISTORY RECORD

APPROVE NORMAL MAINT JOB ORDERS

EVALUATE NEW IDEAS AND TECHNIQUE

ADAPT NAVFACENGCOM STANDARDS

ANALYZE WORK DATA FOR CHANGES

INSPECT FACILITIES ANNUALLY

MAINTAIN PW FUNCTION COST DATA

TRACK NAVOSH DEFICIENCIES

REC NEW WAYS FOR TASKS

PROVIDE PW DEPT MIS SUPPORT

PROGRAM MINI AND MICRO COMPUTERS

CONDUCT PW COMP SYS ANALYSIS

DETERMINE PW MIS APP NEEDS

PERFORM EXISTING METH SYS ANAL

WRITE PROG SPECS FOR PW MIS

MAINTAIN PW COMP SYS OS

ACT AS PW DEPT ADPSSO

DETERMINE AND PROCURE PW ADP

DEVELOP AND MAINTAIN ADP ARCH

TRAIN PW PERSONNEL ON ADP SYS

ADMINISTER SUPPLY DEPARTMENT

SERVE AS NAVSUP CONTRACT OFFCR

SERVE AS NPS CONTRACT OFFICER

ENSURE CONTRACT REG COMPLIANCE

MONITOR SPECIAL CONTRACT PRGMS

PROVIDE LOGISTIC SUPPORT SERVICE

OPERATE READY SUPPLY STORE

OPERATE THE ENLISTED GALLEY

ASSIST OPERATE ENLISTED GALLEY

SUPERVISE ENLISTED GALLEY ORG

KEEP ENL GALLEY FOOD SUPPLIES

PREPARE FOOD SERVICE INSTRUCTION

ASSIGN FOOD SERVICE PERSONNEL

MAINTAIN FOOD SERVICES SPACES

ANALYZE AND REVW ENL GALLEY MENU

MAINTAIN FOOD SERVICE RECORDS

MONITOR FOOD SERV CONTRACT PERF

OPERATE PERSONAL PROPERTY OFFICE

OPERATE PROPERTY MANAGEMENT BRCH

SUBMIT SUPPLY BUDGETS

SIGN CONTRACT AND SUPPLY BY DIR

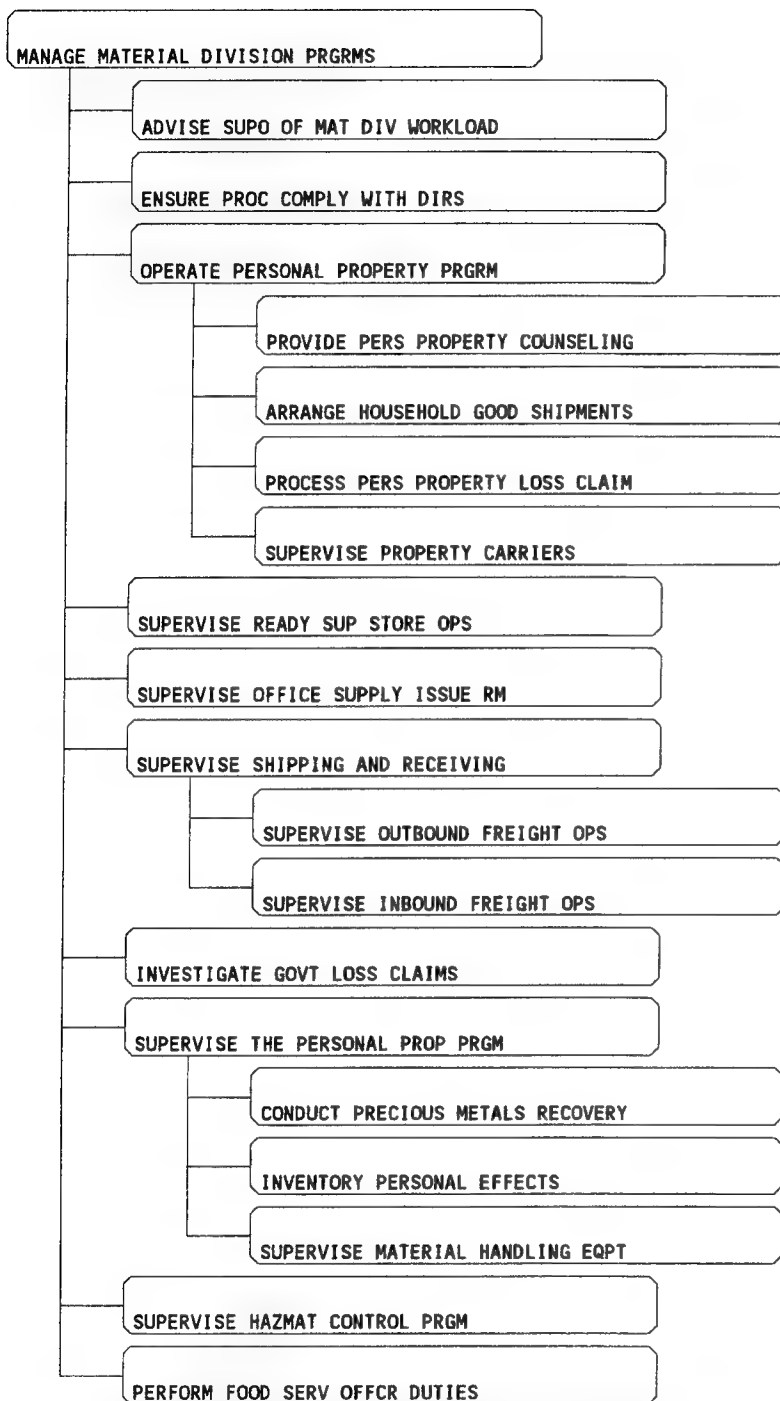
MONITOR HAZMAT CONTROL PROGRAM

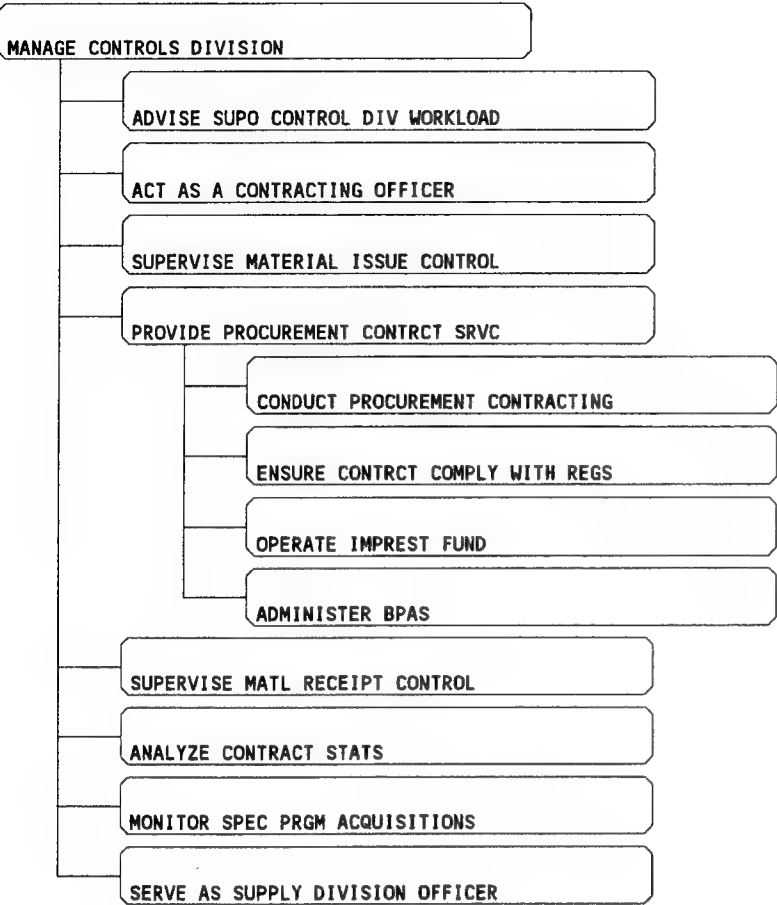
MANAGE MATERIAL DIVISION PRGRMS

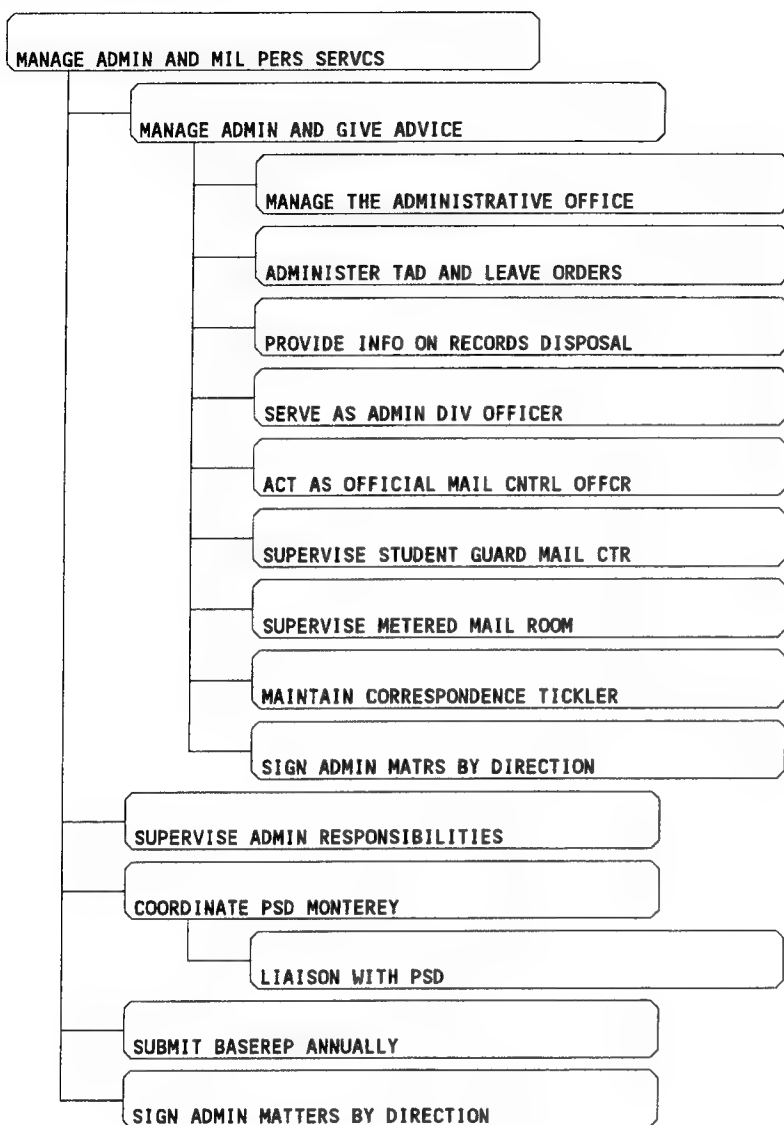
000

MANAGE CONTROLS DIVISION

000







ADMINISTER INFO AND PERS SEC PRG

SERVE AS INFO SEC ADVISOR

DEVELOP SECURITY PROCEDURES

COORDINATE EMERG DESTRUCT PROCS

COORDINATE SECURITY EDUCATION

REPORT THREATS AND SEC VIOLATION

REFER SEC INCIDENTS TO NIS

ADMINISTER CLASSIFICATION PRGM

COORDINATE CLASS GUIDE PREP

LIAISON WITH PAO

CONTROL CLASSIFIED MATERIALS

ADMINISTER CONTROL OVER SCI

PROTECT CLASSIFIED MATERIAL

ADMINISTER SCIF

CONTROL SCIF ACCESS

SUPERVISE SCIF OPERATIONS

ADMINISTER SCIF RESOURCES

MANAGE SSO STAFF

TRAIN SSO STAFF

COORDINATE SSO ACTIVITIES

ENSURE SSO VISITOR CONTROL

COORDINATE PHYSICAL SECURITY

COORDINATE TEMPEST CONTROLS

CONTROL CLASSIFIED VISITS

PROTECT CLASSIFIED INFO IN VISIT

PREPARE RELEASE RECOMMENDATIONS

COMPLY WITH IND SEC PRGM

VERIFY PERSONNEL CLEARANCES

SUPERVISE PERSONNEL SECURITY INV

LIMIT ACCESS TO NEED TO KNOW

RECORD SECURITY INV AND CLRNCS

COORDINATE ELIGIBILITY EVALS

MAINTAIN FOREIGN TRAVEL RECORDS

COORDINATE COMMON SECURITY ISSUE

LIAISON WITH NTCC FOR MESSAGES

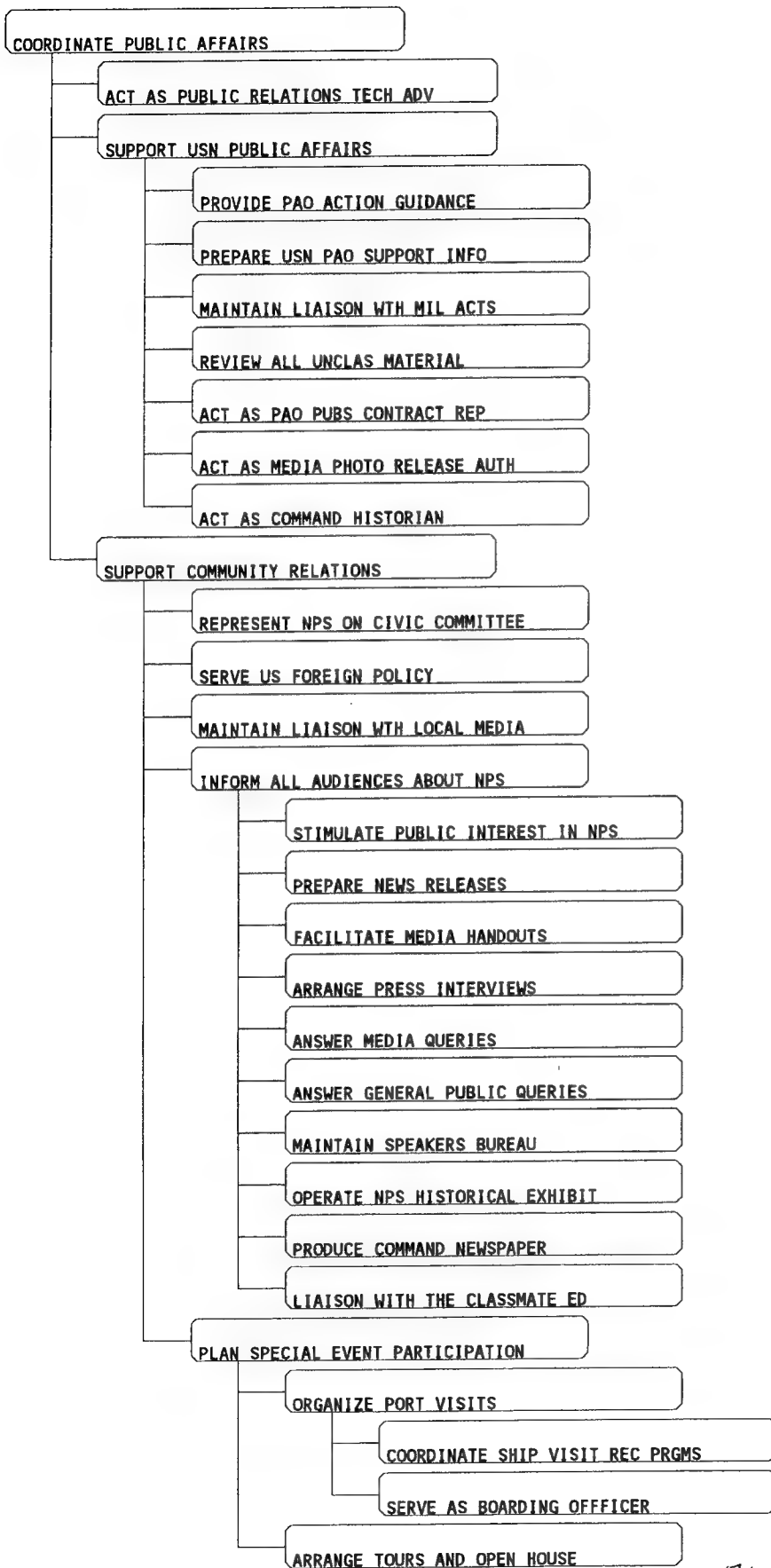
SERVE AS TOP SECRET CONTROL OFCR

SERVE AS NATO CONTROL OFFICER

SERVE AS CNWDI OFFICER

SIGN SEC MATTERS BY DIRECTION

LIAISON WITH SSO



ADMINISTER CODE 04

ASSUME DUTIES OF CODE 04

PERFORM OTHER ASSIGNED DUTIES

ASSIGN CODE 04 TRAVEL ALLOCATION

SIGN MIL OPS BY DIRECTION

SIGN ROUTINE MIL OPS BY DIR

PREPARE CODE 04 BUDGET REQUESTS

ADVISE SUP ON CODE 04 REQMTS

ADMINISTER 04 DIVOS AND NPS ENL

SUPERVISE CODE 04 DIV OFF

SIGN CODE 04 FITREPS BELOW CDR

ACT AS CO FOR ALL NPS ENLISTED

CONDUCT PRE NJP INQUIRIES

ASSIGN ENLISTED TO DIVISIONS

SUPERVISE ENLISTED TRAINING

COORDINATE ENLISTED PERF EVALS

COORDINATE ENL COLLATERAL DUTIES

COORDINATE ENLISTED WATCHES

PERFORM OTHER XO DUTIES

ADMINISTER CMD RELIGIOUS PRGM

COORDINATE DIVINE SERVICES

FACILITATE FREE EX OF RELIGION

PROVIDE SACRAMENTAL MINISTRY

ORG VOLUNTARY RELIGIOUS ED

VISIT SICK OR CONFINED PERSONNEL

LIAISON WITH LOCAL RELIGIOUS GRP

INFORM PAO OF RELIGIOUS ACTIVITY

SUBMIT QTRLY RELIGIOUS REPORT

TRAIN RELIGIOUS PERSONNEL

ADMINISTER RELIGIOUS OFFER FUND

SUPERVISE NPS BACHELOR QUARTERS

COORDINATE ALL BQ OPERATIONS

ASSIGN BQ OPS PERSONNEL

ADMINISTER BQ OPS

ENFORCE BQ RULES AND REGS

SUPERVISE BQ STAFF

TRAIN BQ STAFF

MAINTAIN BQ STANDARDS

LIAISON PW PROGRAM BQ MAINT

PROVIDE BQ MAINT REQUIREMENTS

INTEGRATE BQ REQMTS INTO PLANS

CONDUCT ANNUAL INSPECT WITH PW

VERIFY BQ REPORT ACCURACY

ADMINISTER NEX ACTIVITIES

ACT AS NEX ACCOUNTABLE OFFICER

CONTRACT AND PROCURE NAF PRODUCT

HELP PROVIDE NON ACADEMIC SUPPRT

CHAIR SPACE ALLOCATION COMMITTEE

SERVE AS SENIOR WATCH OFFICER

ACT AS NFCU LIAISON OFFICER

LIAISON WITH NTCC

LIAISON WITH DENTAL

LIAISON WITH NAVMEDADMIN

PROVIDE FUNERAL DETAILS UPON REQ

MANAGE MAA FORCE

COORDINATE NPS COLOR GUARD

SUPERVISE COMMAND URINALYSIS

ADMINISTER NPS RESEARCH PROGRAM

IMPLEMENT RESEARCH ADMIN POLICY

IMPLEMENT RESEARCH QA MONITOR

MAINTAIN EXT RESEARCH CONTACTS

CHAIR RESEARCH ADVISORY PANEL

PREP RESEARCH REPORTS AS REQ

SUBMIT RESEARCH BUDGET REQUEST

SIT ON NPS PLAN BOARD

PROMOTE NPS RESEARCH

SELECT MENNEKEN AWARD WINNER

REC ASSOCIATE RESEARCH DEANS

OVERSEE RESEARCH ADMIN OFFICE

000

OVERSEE ACADEMIC ADMIN OFFICE

000

MAINTAIN NPS RESEARCH CAPABILITY

ENGAGE IN OTHER RESEARCH

SUPERVISE INSTITUTIONAL RESEARCH

000

OVERSEE RESEARCH ADMIN OFFICE

ADMINISTER NPS RESEARCH FUNDS

OVERSEE RESEARCH PROPOSALS

HANDLE DEPT FUNDING PROPOSAL

ADMINISTER RESEARCH CHAIRS

ADMINISTER POST DOCTORAL PRGMS

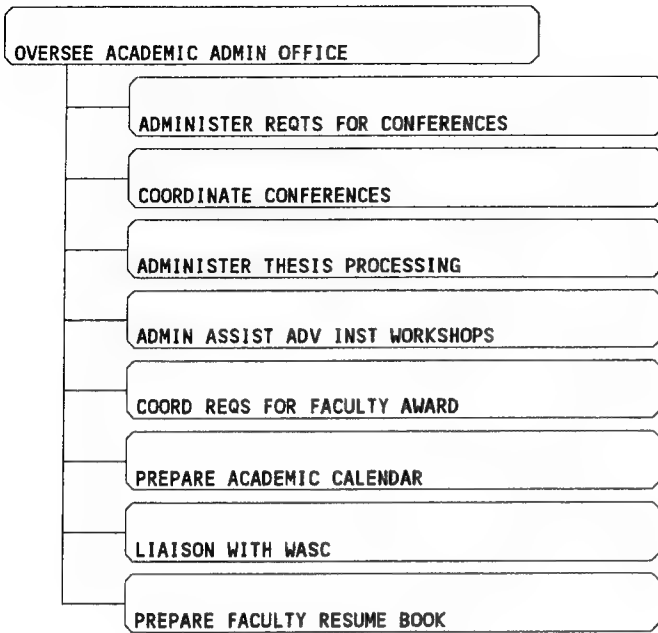
ADMINISTER FACULTY EXCHANGES

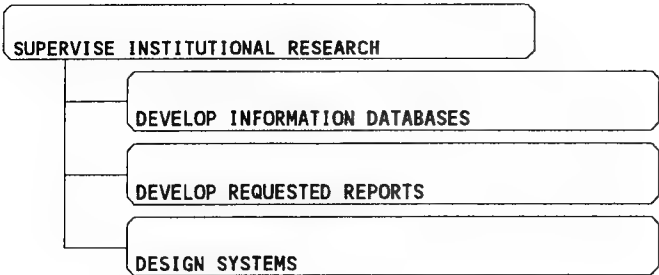
PREP INTEL PROP GUIDELINES

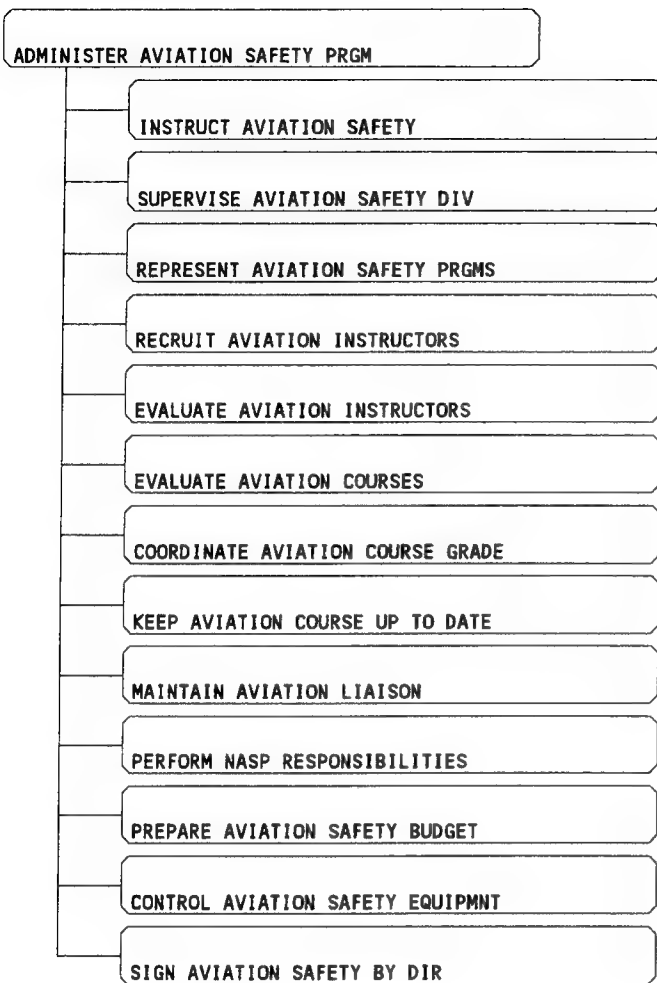
SERVE AS POC FOR PATENTS

ADMINISTER TECH REPORT PROCESS

PUBLISH RESEARCH RELATED ITEMS







ADMINISTER CIV INSTRUCTION PRGMS

DIRECT CIVILIAN INSTITUTION PRGM

MANAGE OFFCR IN CIV INSTITUTIONS

COORDINATE CIV INST OFFCR RSRCH

MAINTAIN PRGM OBJ AND SKIL RQMTS

MANAGE ASSIGNED O3 RESOURCES

COORDINATE CIV INST MGMT EFFORTS

COORD SUBSPECIALTY CURRICULA

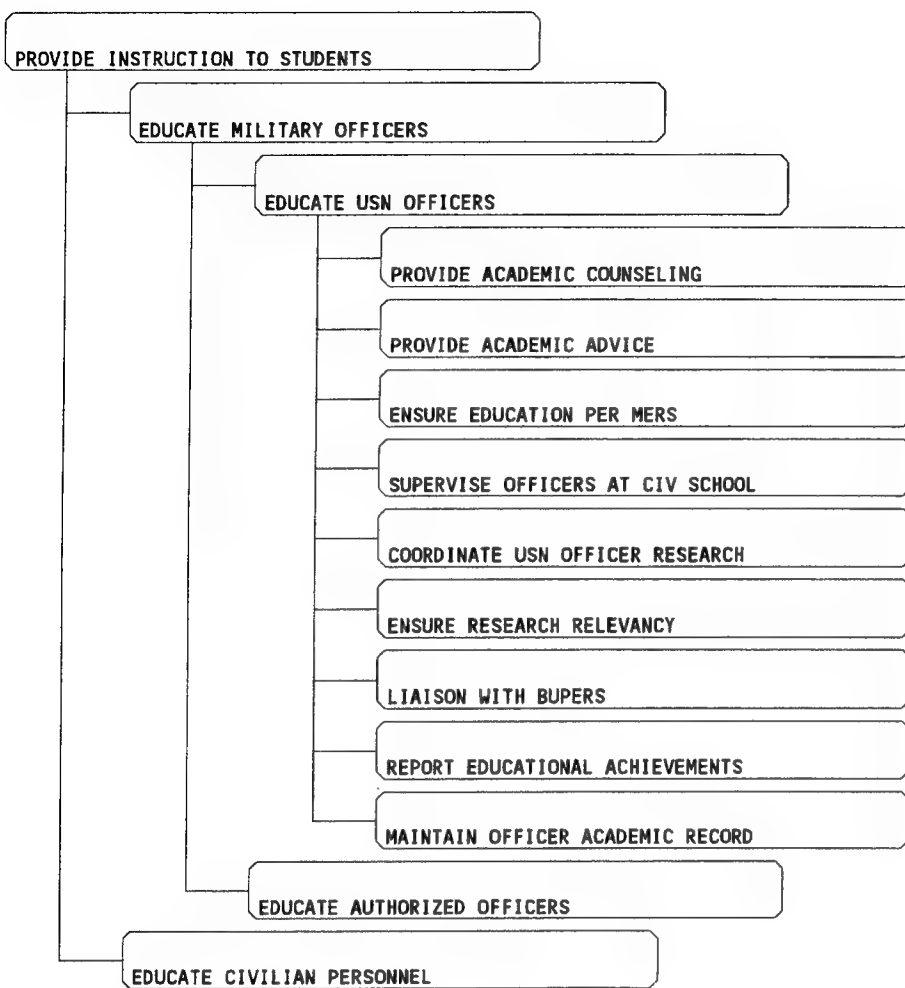
MAKE CIV INST CURRIC RECS

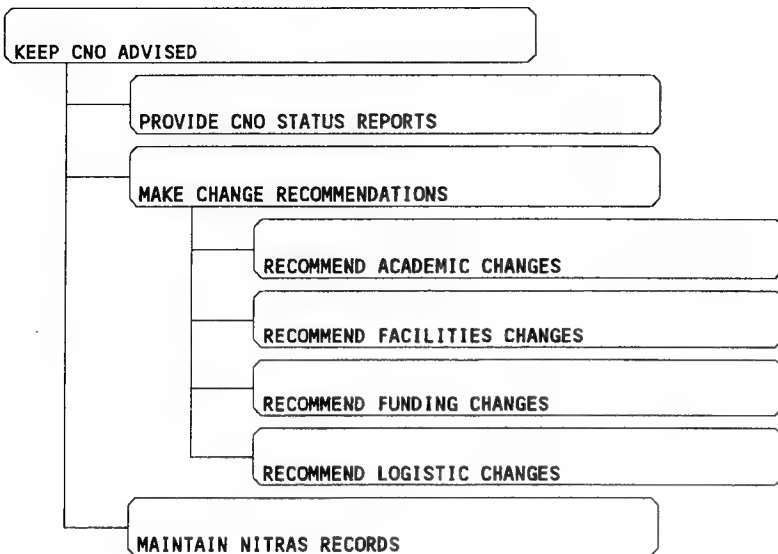
COUNSEL OFFICERS ON AEP

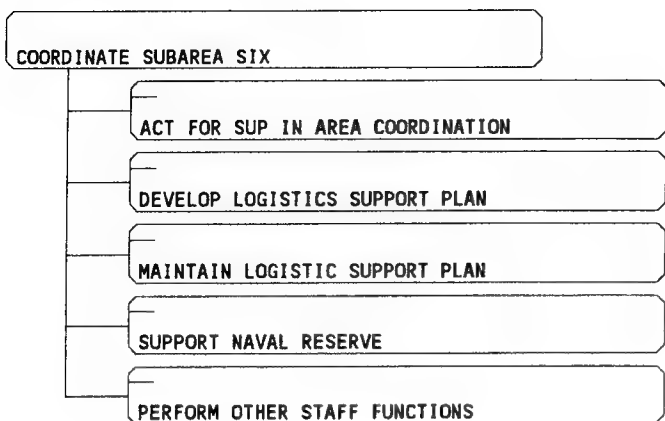
SCREEN PHD PROGRAM CANDIDATES

SIGN CIV INST BY DIRECTION

SUBMIT CIV INST BUDGETS







PERFORM ALL ASSIGNED DUTIES

ACCOMPLISH THE COMMAND MISSION

SUPERVISE PLAN EXECUTION

ADMINISTER ASSIGNED PERSONNEL

ACCOMPLISH ASSIGNED OBJECTIVES

REMAIN INFORMED OF POLICIES

BRING ATTENTION TO SUPERVISORS

TAB N TO APPENDIX D

Activity Definition Report

Tab N to Appendix D Activity Definition

Model : NPS DATA MODEL VERSION 5

Subset: ALL

Aug. 27, 1994 16:08

Name: ADMINISTER_AVIATION_SAFETY_PRGM

Description: Operate the aviation safety courses offered by
the Aviation Safety Programs Division. [SORM: 229.a.]

Type: Function

Subordinate of: ADMINISTER_NPS_PROGRAMS

Subordinates: INSTRUCT_AVIATION_SAFETY
SUPERVISE_AVIATION_SAFETY_DIV
REPRESENT_AVIATION_SAFETY_PRGMS
RECRUIT_AVIATION_INSTRUCTORS
EVALUATE_AVIATION_INSTRUCTORS
EVALUATE_AVIATION_COURSES
COORDINATE_AVIATION_COURSE_GRADE
KEEP_AVIATION_COURSE_UP_TO_DATE
MAINTAIN_AVIATION_LIAISON
PERFORM_NASP_RESPONSIBILITIES
PREPARE_AVIATION_SAFETY_BUDGET
CONTROL_AVIATION_SAFETY_EQUIPMNT
SIGN_AVIATION_SAFETY_BY_DIR

Expected Effects:

Entity Type	Expected Actions
SITUATION	read
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	read
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	read
NPS_ORGANIZATIONAL_CODE	read
NPS_BUDGET	read
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	read
MILITARY_FACULTY	read
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read
FEDERAL_GOVERNMENT_GUIDANCE	read
FACULTY_RESEARCH	read
DOD_GUIDANCE	read
DON_GUIDANCE	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	read
CIVILIAN_NPS_FACULTY	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read
ADMINISTRATIVE_PROGRAM	read
ADMINISTRATIVE_PLAN	read
ACADEMIC_PLAN	create

ACADEMIC_PROGRAM	create	
ACADEMIC_COURSE_INSTRUCTION	create	
ORGANIZATION	read	
MILITARY_OPS_SUPPORT_CAPABILITY	read	
MATERIAL	read	
LOCATION	read	
FACILITY	read	
AUTOMATED_INFO_SYSTEM_RESOURCE	read	
AGREEMENT	read	
ACADEMIC_DEPT_OR_GROUP	read	

Name: ADMINISTER_CIV_INSTRUCTION_PRGMS

Description: Administer fully-funded graduate education programs at civilian universities (the Superintendent will coordinate monitoring and reporting on campus between students in Civilian Institution Programs and the local Professors of Naval Science). [SORM: 104]

Type: Function

Subordinate of: ADMINISTER_FULLY_FUNDED_PROGRAMS

Subordinates: DIRECT_CIVILIAN_INSTITUTION_PRGM

Expected Effects:

Entity Type	Expected Actions
STUDENT_RESEARCH	read
REIMBURSABLE_FUND	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_BUDGET	read
MILITARY_NPS_STAFF	read
INSTITUTIONAL_RESEARCH	read
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read
FEDERAL_GOVERNMENT_GUIDANCE	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DOD_GUIDANCE	read
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CURRICULAR_PLAN	read
CIVILIAN_INSTITUTION_INSTRUCTION	create
APPROPRIATED_FUND	read
AGREEMENT	read
ADMINISTRATIVE_PROGRAM	read
ADMINISTRATIVE_PLAN	read
ACADEMIC_PROGRAM	create
ACADEMIC_PLAN	create
ACADEMIC_COURSE_INSTRUCTION	read
ORGANIZATION	read
NPS_ORGANIZATIONAL_CODE	read
LOCATION	read
FACILITY	read
AUTOMATED_INFO_SYSTEM_RESOURCE	read

Name: ADMINISTER_CONTINUING_ED_PRGMS

Description: Administer the continuing education/off duty efforts at the graduate level within established policy guidelines. [SORM: 104]

Plan, produce, conduct and administer programs of educational services using nontraditional approaches to help naval officers, other authorized U.S. and international officer and civilian personnel, and eligible enlisted military personnel to acquire, maintain and improve their competence through continuing education and updating their educational abilities in a cost-effective manner. [SORM: 200.b.(9)]

Type: Function

Subordinate of: ADMINISTER_EDUCATION_PROGRAMS

Expected Effects:

Entity Type	Expected Actions
SHORT_COURSE_INSTRUCTION	read
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	read
ORGANIZATION	read
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	read
NPS_BUDGET	read
MIL_OPS_SUPPORT_PROGRAM	read
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	read
MILITARY_FACULTY	read
LOCATION	read
INSTITUTIONAL_RESEARCH	read
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DOD_GUIDANCE	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	read
CIVILIAN_NPS_FACULTY	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read
ADMINISTRATIVE_PROGRAM	read
ADMINISTRATIVE_PLAN	read
ACADEMIC_PROGRAM	create
ACADEMIC_PLAN	create
ACADEMIC_COURSE_INSTRUCTION	create
NPS_ORGANIZATIONAL_CODE	read
MATERIAL	read
FACILITY	read
AUTOMATED_INFO_SYSTEM_RESOURCE	read
AGREEMENT	read
ACADEMIC_DEPT_OR_GROUP	read

Name: ADMINISTER_EDUCATION_PROGRAMS

Description:

Type: Function

Subordinate of: COORDINATE_ACADEMIC_PROGRAMS

Subordinates: ADMINISTER_FULLY_FUNDED_PROGRAMS
ADMINISTER_CONTINUING_ED_PRGMS
CONDUCT_OTHER_INSTRUCTION_AS_DIR

Name: ADMINISTER_FULLY_FUNDED_PROGRAMS

Description: Administers the fully-funded graduate education programs at the Naval Postgraduate School, other service graduate schools, and civilian universities. [SORM: 104]

Type: Function

Subordinate of: ADMINISTER_EDUCATION_PROGRAMS

Subordinates: EXERCISE_BUDGETARY_CONTROL
MANAGE_ALL_PROGRAM_CURRICULA
ADMINISTER_NPS_PROGRAMS
ADMINISTER_OTHER_USN_SCHOOL_PRGM
ADMINISTER_CIV_INSTRUCTION_PRGMS

Name: ADMINISTER_NPS_ACADEMIC_PROGRAMS

Description: Provide overall academic administration of the Naval Postgraduate School. [SORM: 103.a.]

Type: Function

Subordinate of: ADMINISTER_NPS_PROGRAMS

Subordinates: EXERCISE_NPS_RESPONSIBILITIES
PROVIDE_EDUCATIONAL_PROGRAMS
PLAN_ACADEMIC_AFFAIRS
PRESENT_GRADUATE_EDUCATION_REVV

Expected Effects:

Entity Type	Expected Actions
TENANT_COMMAND	read
STUDENT_RESEARCH	read
SHORT_COURSE_INSTRUCTION	read
RESEARCH_BUDGET	read
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	create read
ORGANIZATIONAL_CODE_PLAN	read
ORGANIZATIONAL_CODE_BUDGET	read
SITUATION	create
NPS_VISITOR_OR_GUEST	create
NPS_POLICY_GUIDANCE	create
NPS_PLAN	read
NPS_BUDGET	read

MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	create
MILITARY_FACULTY	create
INSTITUTIONAL_RESEARCH	create
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DONATED_FUND	read
DOD_GUIDANCE	read
DEPARTMENTAL_BUDGET	read
DEPARTMENTAL_PROGRAM	create
DEPARTMENTAL_PLAN	create
CURRICULUM_INSTRUCTION	create
CURRICULAR_PROGRAM	create
CURRICULAR_PLAN	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	create
CIVILIAN_NPS_FACULTY	create
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read
AGREEMENT	read
ACADEMIC_PROGRAM	create
ACADEMIC_PLAN	create
ACADEMIC_COURSE_INSTRUCTION	create
ORGANIZATION	read
MATERIAL	read
LOCATION	read
FACILITY	read
NPS_PROGRAM	create
NPS_ORGANIZATIONAL_CODE	create
AUTOMATED_INFO_SYSTEM_RESOURCE	create
ACADEMIC_DEPT_OR_GROUP	create

Name: ADMINISTER_NPS_OFFICER_STUDENTS

Description: Supervise the conduct, fitness, and effectiveness of the officer students assigned to study at the Naval Postgraduate School. [SORM: 103.a.]

Type: Function

Subordinate of: ADMINISTER_NPS_PROGRAMS

Subordinates: ACT_AS_STUDENT_RESOURCE_MANAGER
 SUPERVISE_STUDENTS
 MAINTAIN_STUDENT_STATISTICS
 SERVE_ON_NPS_PLANNING_BOARD
 ASSIST_CODE_03_WITH_STUDENTS
 ASSIST_CODE_03_WITH_PROGRAMS
 SIGN_STUDENTS_BY_DIRECTION

Expected Effects:

Entity Type	Expected Actions
STUDENT_RESEARCH	read
SITUATION	read
SHORT_COURSE_INSTRUCTION	read
ORGANIZATIONAL_CODE_PROGRAM	read
ORGANIZATIONAL_CODE_PLAN	read

ORGANIZATIONAL_CODE_BUDGET	read
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	read
NPS_ORGANIZATIONAL_CODE	read
NPS_BUDGET	read
MILITARY_FACULTY	read
MIL_OPS_SUPPORT_PROGRAM	read
MILITARY_NPS_STUDENT	create
MILITARY_NPS_STAFF	read
LOCATION	read
INSTITUTIONAL_RESEARCH	read
FEDERAL_GOVERNMENT_GUIDANCE	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DOD_GUIDANCE	read
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CIVILIAN_NPS_STUDENT	create
CIVILIAN_NPS_STAFF	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read
ADMINISTRATIVE_PROGRAM	create
ACADEMIC_PROGRAM	read
ADMINISTRATIVE_PLAN	create
ACADEMIC_COURSE_INSTRUCTION	read
ORGANIZATION	read
MILITARY_OPS_SUPPORT_CAPABILITY	read
MATERIAL	read
FACILITY	read
AUTOMATED_INFO_SYSTEM_RESOURCE	read
AGREEMENT	read

Name: ADMINISTER_NPS_PROGRAMS

Description: Administer the fully-funded graduate education programs at the Naval Postgraduate School. [SORM: 104]

Type: Function

Subordinate of: ADMINISTER_FULLY_FUNDED_PROGRAMS

Subordinates: MANAGE_ALL_NPS_RESOURCES
ADMINISTER_NPS_ACADEMIC_PROGRAMS
ADMINISTER_NPS_OFFICER_STUDENTS
PROVIDE_NPS_NON_ACADEMIC_SUPPORT
ADMINISTER_NPS_RESEARCH_PROGRAM
ADMINISTER_AVIATION_SAFETY_PRGM
DIRECT_DRMI

Name: ADMINISTER_NPS_RESEARCH_PROGRAM

Description: Administer the research program of the School and be responsible for planning the research program, preparing budgets, maintaining contact with sponsors, and proposing and administering policies and procedures to carry out the research program. [SORM: 289.a.]

Type: Function

Subordinate of: ADMINISTER_NPS_PROGRAMS

Subordinates: IMPLEMENT_RESEARCH_ADMIN_POLICY

IMPLEMENT_RESEARCH_QA_MONITOR
 MAINTAIN_EXT_RESEARCH_CONTACTS
 CHAIR_RESEARCH_ADVISORY_PANEL
 PREP_RESEARCH_REPORTS_AS_REQ
 SUBMIT_RESEARCH_BUDGET_REQUEST
 SIT_ON_NPS_PLAN_BOARD
 PROMOTE_NPS_RESEARCH
 SELECT_MENNEKEN_AWARD_WINNER
 REC_ASSOCIATE_RESEARCH_DEANS
 OVERSEE_RESEARCH_ADMIN_OFFICE
 OVERSEE_ACADEMIC_ADMIN_OFFICE
 MAINTAIN_NPS_RESEARCH_CAPABILITY
 ENGAGE_IN_OTHER_RESEARCH
 SUPERVISE_INSTITUTIONAL_RESEARCH

Expected Effects:

Entity Type	Expected Actions
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	read
RESEARCH_BUDGET	create
SHORT_COURSE_INSTRUCTION	create
STUDENT_RESEARCH	create
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	read
NPS_ORGANIZATIONAL_CODE	read
NPS_BUDGET	read
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	read
MILITARY_FACULTY	read
INSTITUTIONAL_RESEARCH	read
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read
FEDERAL_GOVERNMENT_GUIDANCE	read
FACULTY_RESEARCH	create
DON_GUIDANCE	read
DOD_GUIDANCE	read
DEPARTMENTAL_PLAN	read
DEPARTMENTAL_PROGRAM	read
DEPARTMENTAL_BUDGET	read
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CURRICULAR_PLAN	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	read
CIVILIAN_NPS_FACULTY	read
APPROPRIATED_FUND	read
AGREEMENT	read
ADMINISTRATIVE_PROGRAM	create
ACADEMIC_PROGRAM	read
ADMINISTRATIVE_PLAN	create
ORGANIZATION	read
MILITARY_OPS_SUPPORT_CAPABILITY	read
MATERIAL	read

LOCATION	read
FACILITY	read
ACADEMIC_DEPT_OR_GROUP	read
AUTOMATED_INFO_SYSTEM_RESOURCE	create

Name: ADMINISTER_OTHER_USN_SCHOOL_PRGM

Description: Administer the fully-funded graduate education programs at other service (Navy only) schools. [SORM: 104]

Type: Function

Subordinate of: ADMINISTER_FULLY_FUNDED_PROGRAMS

Expected Effects:

Entity Type	Expected Actions
STUDENT_RESEARCH	read
REIMBURSABLE_FUND	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_BUDGET	read
MILITARY_NPS_STAFF	read
INSTITUTIONAL_RESEARCH	read
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DOD_GUIDANCE	read
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CURRICULAR_PLAN	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read
AGREEMENT	read
ADMINISTRATIVE_PROGRAM	read
ADMINISTRATIVE_PLAN	read
ACADEMIC_PROGRAM	create
ACADEMIC_PLAN	create
ACADEMIC_COURSE_INSTRUCTION	read
ORGANIZATION	read
NPS_ORGANIZATIONAL_CODE	read
LOCATION	read
FACILITY	read
AUTOMATED_INFO_SYSTEM_RESOURCE	read

Name: CONDUCT_OTHER_INSTRUCTION_AS_DIR

Description: Conduct other instruction as may be requested or directed by higher authority. [SORM: 200.b.(23)]

Type: Function

Subordinate of: ADMINISTER_EDUCATION_PROGRAMS

Expected Effects:

Entity Type	Expected Actions
-------------	------------------

SITUATION	read	
SHORT_COURSE_INSTRUCTION		read
REIMBURSABLE_FUND	read	
ORGANIZATIONAL_CODE_PROGRAM		read
ORGANIZATION	read	
NPS_VISITOR_OR_GUEST		read
NPS_PROGRAM	read	
NPS_POLICY_GUIDANCE		read
NPS_PLAN	read	
NPS_BUDGET	read	
MIL_OPS_SUPPORT_PROGRAM		read
MILITARY_OPS_SUPPORT_CAPABILITY		read
MILITARY_NPS_STUDENT		read
MILITARY_NPS_STAFF		read
MILITARY_FACULTY		read
MATERIAL	read	
LOCATION	read	
INSTITUTIONAL_RESEARCH		read
FINANCIAL_PROGRAM		read
FINANCIAL_PLAN	read	
FEDERAL_GOVERNMENT_GUIDANCE		read
FACULTY_RESEARCH		read
DON_GUIDANCE	read	
DOD_GUIDANCE	read	
DEPARTMENTAL_PROGRAM		read
DEPARTMENTAL_PLAN		read
DEPARTMENTAL_BUDGET		read
CURRICULAR_PROGRAM		read
CURRICULUM_INSTRUCTION		read
CIVILIAN_NPS_STUDENT		read
CIVILIAN_NPS_STAFF		read
CIVILIAN_NPS_FACULTY		read
CIVILIAN_INSTITUTION_INSTRUCTION		read
APPROPRIATED_FUND	read	
ADMINISTRATIVE_PROGRAM		read
ADMINISTRATIVE_PLAN		read
ACADEMIC_PROGRAM		create
ACADEMIC_PLAN	create	
ACADEMIC_COURSE_INSTRUCTION		create
NPS_ORGANIZATIONAL_CODE		read
FACILITY	read	
AUTOMATED_INFO_SYSTEM_RESOURCE		read
AGREEMENT	read	
ACADEMIC_DEPT_OR_GROUP		read

Name: COORDINATE_ACADEMIC_PROGRAMS

Description: Provide academic coordination for all
postgraduate education programs in the Navy. [SORM:
104]

Type: Function

Subordinate of: SUPERINTEND_NPS

Subordinates: ADMINISTER_EDUCATION_PROGRAMS
PROVIDE_INSTRUCTION_TO_STUDENTS
KEEP_CNO_ADVISED

Name: COORDINATE_SUBAREA_SIX

Description: Serve as the Sub-Area Six Coordinator over naval activities in the geographical areas of Santa Cruz, San Benito, Monterey, and San Luis Obispo counties. [SORM: 100; 200.b.(25)]

Type: Function

Subordinate of: SUPERINTEND_NPS

Subordinates: ACT_FOR_SUP_IN_AREA_COORDINATION
DEVELOP_LOGISTICS_SUPPORT_PLAN
MAINTAIN_LOGISTIC_SUPPORT_PLAN
SUPPORT_NAVAL_RESERVE
PERFORM_OTHER_STAFF_FUNCTIONS

Expected Effects:

Entity Type	Expected Actions
SPECIAL_FUND	read
SITUATION	read
SHORT_COURSE_INSTRUCTION	read
REVOLVING_FUND	read
REIMBURSABLE_FUND	read
NPS_VISITOR_OR_GUEST	read
NPS_POLICY_GUIDANCE	read
NON_APPROPRIATED_FUND	read
NAVAL_SUBAREA_SIX_GUIDANCE	create
MIL_OPS_SUPPORT_PROGRAM	read
MIL_OPS_SUPPORT_PLAN	read
MILITARY_NPS_STAFF	create
FEDERAL_GOVERNMENT_GUIDANCE	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DOD_GUIDANCE	read
CIVILIAN_NPS_STAFF	create
ADMINISTRATIVE_PROGRAM	read
NPS_ORGANIZATIONAL_CODE	read
LOCATION	read
LAND	read
FACILITY	read
NAVAL_POSTGRADUATE_SCHOOL	create
ORGANIZATION	create
TENANT_COMMAND	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
AGREEMENT	create

Name: DIRECT_DRMI

Description: Serve as Director, Defense Resources Management Institute. [SORM: 200.b.(25)]

Type: Function

Subordinate of: ADMINISTER_NPS_PROGRAMS

Expected Effects:

Entity Type	Expected Actions
-------------	------------------

SITUATION	read	
REIMBURSABLE_FUND	read	
ORGANIZATIONAL_CODE_PROGRAM		read
NPS_VISITOR_OR_GUEST	read	
NPS_PROGRAM	read	
NPS_POLICY_GUIDANCE	read	
NPS_ORGANIZATIONAL_CODE		read
NPS_BUDGET	read	
MILITARY_NPS_STUDENT		read
MILITARY_NPS_STAFF	read	
MILITARY_FACULTY	read	
FINANCIAL_PROGRAM	read	
FINANCIAL_PLAN	read	
DON_GUIDANCE	read	
DOD_GUIDANCE	read	
CIVILIAN_NPS_STUDENT	read	
CIVILIAN_NPS_STAFF	read	
CIVILIAN_NPS_FACULTY	read	
CIVILIAN_INSTITUTION_INSTRUCTION		read
APPROPRIATED_FUND	read	
AGREEMENT	read	
ADMINISTRATIVE_PROGRAM		read
ADMINISTRATIVE_PLAN	read	
ACADEMIC_PLAN	create	
ACADEMIC_PROGRAM	create	
ACADEMIC_COURSE_INSTRUCTION		create
ORGANIZATION	read	
MILITARY_OPS_SUPPORT_CAPABILITY		read
MATERIAL	read	
LOCATION	read	
FACILITY	read	
AUTOMATED_INFO_SYSTEM_RESOURCE		read
ACADEMIC_DEPT_OR_GROUP		read

Name: EXERCISE_BUDGETARY_CONTROL

Description: Exercise budgetary and funding control over allocated funds. [SORM: 200.b.(15)]

Type: Function

Subordinate of: ADMINISTER_FULLY_FUNDED_PROGRAMS

Subordinates: DEVELOP_FINANCIAL_PLANNING
COORDINATE_FINANCIAL_PLANNING

Expected Effects:

Entity Type	Expected Actions
SPECIAL_FUND	read
SHORT_COURSE_INSTRUCTION	read
REVOLVING_FUND	read
RESEARCH_BUDGET	read
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	read
ORGANIZATIONAL_CODE_PLAN	read
ORGANIZATIONAL_CODE_BUDGET	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	read
NPS_BUDGET	read

NON_APPROPRIATED_FUND	read
NAVAL_POSTGRADUATE_SCHOOL	read
MIL_OPS_SUPPORT_PROGRAM	read
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	read
MILITARY_FACULTY	read
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DONATED_FUND	read
DOD_GUIDANCE	read
DEPARTMENTAL_PROGRAM	read
DEPARTMENTAL_PLAN	read
DEPARTMENTAL_BUDGET	read
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CURRICULAR_PLAN	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	read
CIVILIAN_NPS_FACULTY	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read
ADMINISTRATIVE_PROGRAM	read
ADMINISTRATIVE_PLAN	read
ACADEMIC_PROGRAM	read
ACADEMIC_PLAN	read
ACADEMIC_COURSE_INSTRUCTION	read
ORGANIZATION	read
NPS_PROGRAM	read
NPS_ORGANIZATIONAL_CODE	read
MILITARY_OPS_SUPPORT_CAPABILITY	read
MATERIAL	read
ACADEMIC_DEPT_OR_GROUP	read
AGREEMENT	create

Name: KEEP_CNO_ADVISED

Description: Keep the Chief of Naval Operations advised regarding progress and general results of the education, administration, and logistic support being provided. [SORM: 200.b.(24)]

Type: Function

Subordinate of: COORDINATE_ACADEMIC_PROGRAMS

Subordinates: PROVIDE_CNO_STATUS_REPORTS
MAKE_CHANGE_RECOMMENDATIONS
MAINTAIN_NITRAS_RECORDS

Expected Effects:

Entity Type	Expected Actions
STUDENT_RESEARCH	read
SPECIAL_FUND	read
SHORT_COURSE_INSTRUCTION	read
REVOLVING_FUND	read
RESEARCH_BUDGET	read
REIMBURSABLE_FUND	read

NPS_VISITOR_OR_GUEST	read	
NPS_BUDGET	read	
MILITARY_NPS_STUDENT	read	
MILITARY_NPS_STAFF	read	
INSTITUTIONAL_RESEARCH	read	
FINANCIAL_PROGRAM	read	
FINANCIAL_PLAN	read	
FEDERAL_GOVERNMENT_GUIDANCE		read
FACULTY_RESEARCH	read	
DON_GUIDANCE	read	
DOD_GUIDANCE	read	
CURRICULUM_INSTRUCTION		read
CURRICULAR_PROGRAM		read
CURRICULAR_PLAN	read	
CIVILIAN_NPS_STUDENT	read	
CIVILIAN_INSTITUTION_INSTRUCTION		read
APPROPRIATED_FUND	read	
ACADEMIC_PROGRAM	read	
ACADEMIC_PLAN	read	
ACADEMIC_COURSE_INSTRUCTION		read
ORGANIZATION	read	
NPS_PROGRAM	read	
NPS_PLAN	read	
NAVAL_POSTGRADUATE_SCHOOL		read
MILITARY_OPS_SUPPORT_CAPABILITY		read
MATERIAL	read	
LAND	read	
FACILITY	read	
AGREEMENT	read	
ACADEMIC_DEPT_OR_GROUP		read

Name: MANAGE_ALL_NPS_RESOURCES

Description:

Type: Function

Subordinate of: ADMINISTER_NPS_PROGRAMS

Subordinates: DETERMINE_RESOURCE_REQUIREMENTS
 VERIFY_JUSTIFIED_RESOURCE_REQMTS
 RECOMMEND_RESOURCE_ALLOCATIONS
 MONITOR_RESOURCE_USE
 CONDUCT_PROGRAM_APPRAISAL
 PROVIDE_GUIDANCE_TO_COMPTROLLER
 PROVIDE_GUIDANCE_TO_CEO
 PROVIDE_GUIDANCE_TO_HRO_DIRECTOR
 COORDINATE_RESOURCE_MGMT_ISSUES
 SIGN_RESOURCES_BY_DIRECTION
 COMPTROLLER
 HRO_DIRECTOR
 COMMAND_EVALUATION_OFFICER
 PREPARE_ACADEMIC_BUDGET
 MAKE_FACULTY_AVAILABLE
 MAINTAIN_FACULTY_STANDARDS
 PROVIDE_STAFF_TO_DEAN_OF_FACULTY
 COORDINATE_MIL_STAFF_ASSIGNMENTS
 COORDINATE_MANAGEMENT_CONTROL

Expected Effects:

Entity Type	Expected Actions
TENANT_COMMAND	read
SITUATION	read
SHORT_COURSE_INSTRUCTION	read
RESEARCH_BUDGET	read
ORGANIZATIONAL_CODE_PROGRAM	read
ORGANIZATIONAL_CODE_PLAN	create
ORGANIZATIONAL_CODE_BUDGET	create
REIMBURSABLE_FUND	create
REVOLVING_FUND	create
SPECIAL_FUND	create
ORGANIZATION	read
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	create
NPS_ORGANIZATIONAL_CODE	read
NPS_BUDGET	create
NON_APPROPRIATED_FUND	create
NAVAL_POSTGRADUATE_SCHOOL	read
MIL_OPS_SUPPORT_PROGRAM	read
MIL_OPS_SUPPORT_PLAN	read
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	read
MILITARY_FACULTY	read
INSTITUTIONAL_RESEARCH	read
FINANCIAL_PROGRAM	create
FINANCIAL_PLAN	create
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DONATED_FUND	create
DOD_GUIDANCE	read
DEPARTMENTAL_PLAN	read
DEPARTMENTAL_PROGRAM	read
DEPARTMENTAL_BUDGET	create
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CURRICULAR_PLAN	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	read
CIVILIAN_NPS_FACULTY	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	create
ADMINISTRATIVE_PROGRAM	read
ACADEMIC_PROGRAM	read
ADMINISTRATIVE_PLAN	read
ACADEMIC_PLAN	read
ACADEMIC_COURSE_INSTRUCTION	read
MILITARY_OPS_SUPPORT_CAPABILITY	read
MATERIAL	read
LOCATION	read
LAND	read
FACILITY	read
AUTOMATED_INFO_SYSTEM_RESOURCE	read
AGREEMENT	read
ACADEMIC_DEPT_OR_GROUP	read

Name: MANAGE_ALL_PROGRAM_CURRICULA

Description:

Type: Function

Subordinate of: ADMINISTER_FULLY_FUNDED_PROGRAMS

Subordinates: DEVELOP_CURRICULAR_PROGRAMS
COORDINATE_CURRICULA
PERIODICALLY_REVIEW_CURRICULA
MAINTAIN_CURRENT_CURRICULA
LIAISON_WITH_PROGRAM_MANAGERS
RECOMMEND_NEW_STUDY_AREAS
RECOMMEND_NEW_METHODOLOGIES

Expected Effects:

Entity Type	Expected Actions
SITUATION	read
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	read
NPS_BUDGET	read
MILITARY_FACULTY	read
INSTITUTIONAL_RESEARCH	read
FACULTY_RESEARCH	read
DON_GUIDANCE	read
DOD_GUIDANCE	read
DEPARTMENTAL_PROGRAM	read
DEPARTMENTAL_PLAN	read
DEPARTMENTAL_BUDGET	read
CURRICULUM_INSTRUCTION	update
CURRICULAR_PROGRAM	update
CURRICULAR_PLAN	create
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_FACULTY	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read
AGREEMENT	read
ACADEMIC_PROGRAM	read
ACADEMIC_PLAN	read
ACADEMIC_COURSE_INSTRUCTION	read
ORGANIZATION	read
NPS_ORGANIZATIONAL_CODE	read
AUTOMATED_INFO_SYSTEM_RESOURCE	read
ACADEMIC_DEPT_OR_GROUP	read

Name: PERFORM_ALL_ASSIGNED_DUTIES

Description: The functional guides in the SORM
(NAVPGSCOLINST 5400.2D) set forth the basic objectives
of NPS staff billets and provide duties,
responsibilities, authority, and principal tasks that
must be accomplished to fulfill the assigned objectives.
[SORM: 107]

Type: Function

Subordinate of: SUPERINTEND_NPS

Subordinates: ACCOMPLISH_THE_COMMAND_MISSION
 SUPERVISE_PLAN_EXECUTION
 ADMINISTER_ASSIGNED_PERSONNEL
 ACCOMPLISH_ASSIGNED_OBJECTIVES
 REMAIN_INFORMED_OF_POLICIES
 BRING_ATTENTION_TO_SUPERVISORS

Expected Effects:

Entity Type	Expected Actions
NPS_POLICY_GUIDANCE	read
NAVAL_SUBAREA_SIX_GUIDANCE	read
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	read
DON_GUIDANCE	read
DOD_GUIDANCE	read

Name: PROVIDE_INSTRUCTION_TO_STUDENTS

Description:

Type: Function

Subordinate of: COORDINATE_ACADEMIC_PROGRAMS

Subordinates: EDUCATE_MILITARY_OFFICERS
 EDUCATE_CIVILIAN_PERSONNEL

Expected Effects:

Entity Type	Expected Actions
SITUATION	read
SHORT_COURSE_INSTRUCTION	read
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	read
NPS_VISITOR_OR_GUEST	read
NPS_PROGRAM	read
NPS_POLICY_GUIDANCE	read
NPS_PLAN	read
NPS_BUDGET	read
MIL_OPS_SUPPORT_PROGRAM	read
MILITARY_OPS_SUPPORT_CAPABILITY	read
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	read
MILITARY_FACULTY	read
MATERIAL	read
LOCATION	read
FEDERAL_GOVERNMENT_GUIDANCE	read
DON_GUIDANCE	read
DOD_GUIDANCE	read
DEPARTMENTAL_PROGRAM	read
DEPARTMENTAL_PLAN	read
DEPARTMENTAL_BUDGET	read
CURRICULUM_INSTRUCTION	read
CURRICULAR_PROGRAM	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	read
CIVILIAN_NPS_FACULTY	read
CIVILIAN_INSTITUTION_INSTRUCTION	read
APPROPRIATED_FUND	read

ACADEMIC_PROGRAM	read
ACADEMIC_PLAN	read
ACADEMIC_COURSE_INSTRUCTION	create
ORGANIZATION	read
FACILITY	read
AUTOMATED_INFO_SYSTEM_RESOURCE	read
AGREEMENT	read
ACADEMIC_DEPT_OR_GROUP	read

Name: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Description: Provide all non-academic administrative and logistic services and support to the command. [SORM: 103.a. and 240.a.]

Type: Function

Subordinate of: ADMINISTER_NPS_PROGRAMS

Subordinates: ASSIST_SUPERINTENDENT
 DIRECT_INTERNATIONAL_PROGRAMS
 PROVIDE_LEGAL_SERVICES
 ADMINISTER_SAFETY_AND_HEALTH_PRG
 MANAGE_COMPUTING_AND_IRM
 ADMINISTER_FAMILY_SERVICE_CENTER
 ADMINISTER_MWR_ACTIVITIES
 ADMINISTER_NPS_PHYSICAL_SECURITY
 ADMINISTER_PUBLIC_WORKS_DEPT
 ADMINISTER_SUPPLY_DEPARTMENT
 MANAGE_ADMIN_AND_MIL_PERS_SERVCS
 ADMINISTER_INFO_AND_PERS_SEC_PRG
 COORDINATE_PUBLIC_AFFAIRS
 ADMINISTER_CODE_04
 ADMINISTER_CMD_RELIGIOUS_PRGM
 SUPERVISE_NPS_BACHELOR_QUARTERS
 ADMINISTER_NEX_ACTIVITIES
 HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Expected Effects:

Entity Type	Expected Actions
SHORT_COURSE_INSTRUCTION	read
REVOLVING_FUND	read
REIMBURSABLE_FUND	read
ORGANIZATIONAL_CODE_PROGRAM	create
	read
ORGANIZATIONAL_CODE_PLAN	read
ORGANIZATIONAL_CODE_BUDGET	read
SITUATION	create
NPS_VISITOR_OR_GUEST	create
NPS_POLICY_GUIDANCE	create
NPS_PLAN	read
NPS_BUDGET	read
NON_APPROPRIATED_FUND	read
MIL_OPS_SUPPORT_PROGRAM	create
MIL_OPS_SUPPORT_PLAN	create
MILITARY_NPS_STUDENT	read
MILITARY_NPS_STAFF	create
FINANCIAL_PROGRAM	read
FINANCIAL_PLAN	read

FEDERAL_GOVERNMENT_GUIDANCE	read
DON_GUIDANCE	read
DONATED_FUND	read
DOD_GUIDANCE	read
CIVILIAN_NPS_STUDENT	read
CIVILIAN_NPS_STAFF	create
APPROPRIATED_FUND	read
AGREEMENT	read
ADMINISTRATIVE_PROGRAM	create
ADMINISTRATIVE_PLAN	create
TENANT_COMMAND	read
ORGANIZATION	read
NPS_PROGRAM	create
NPS_ORGANIZATIONAL_CODE	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
MATERIAL	create
LOCATION	create
LAND	create
FACILITY	create
AUTOMATED_INFO_SYSTEM_RESOURCE	create

Name: ACCOMPLISH_ASSIGNED_OBJECTIVES

Description: Within the scope of their authority, NPS staff members will take all necessary action to accomplish assigned objectives per the provisions of this manual (SORM), other NPS directives, Navy Regulations, and such other instructions as may be issued by competent authority. [SORM: 108.b.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PERFORM_ALL_ASSIGNED_DUTIES

Name: ACCOMPLISH_CURRICULA_OBJECTIVES

Description: Accomplish the objectives of the various curricula within the department/group. [SORM: 287.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_DEPT

Name: ACCOMPLISH_THE_COMMAND_MISSION

Description: Accomplishment of the command's mission. [SORM: 200.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PERFORM_ALL_ASSIGNED_DUTIES

Name: ACCOUNT_FOR_REC_SPACES_AND_EQUIP
Description: Maintain accountability of recreational spaces and facilities. [SORM: 265.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: SUPERVISE_RECREATION_DIVISION

Name: ACT_AS_03_SECURITY_ACTION_OFFCR
Description: Serve as action officer for security for Code 03 staff. [SORM: 225.b.(5)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: ACT_AS_A_CONTRACTING_OFFICER
Description: Act as a contracting officer within limits as specified by the Senior Contracting Officer. [SORM: 249.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: MANAGE_CONTROLS_DIVISION

Name: ACT_AS_CODE_03_SUPPLY_REP
Description: Serve as the Code 03 supply representative for acquisitions and maintenance contracts. [SORM: 226.b.(6)]
Type: Process
Not Repetitive
Online implementation suggested
Subordinate of: GRADUATION_COORDINATOR

Name: ACT_AS_CODE_05_POSITION_MANAGER
Description: Act as a position manager for all assigned codes. [SORM: 275.b.(2)]
Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: ACT_AS_CODE_05_RESOURCE_MANAGER

Description: Act as a resource manager for all assigned codes. [SORM: 275.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: ACT_AS_CODE_07_RESOURCE_MANAGER

Description: Act as the resource manager for billets, personnel, and dollar assets assigned to the department. [SORM: 286.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: ACT_AS_COMMAND_HISTORIAN

Description: Act as Command Historian, submitting the Command History per OPNAVINST 5750.12. [SORM: 242.b.(18)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS

Name: ACT_AS_CO_FOR_ALL_NPS_ENLISTED

Description: Act as the Commanding Officer of Enlisted Personnel assigned to NPS, including the administration of discipline, with authority to convene Special Courts-Martial and to administer non-judicial punishment per the Uniform Code of Military Justice and the Manual of the Judge Advocate General. [SORM: 240.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_04_DIVOS_AND_NPS_ENL

Name: ACT_AS_DISASTER_PREP_OFFICER

Description: Act as the Disaster Preparedness Officer.

[SORM: 262.b.(13)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ACT_AS_ETHICS_OFFICIAL

Description: Act as Ethics Official, regarding Standards of
 Conduct and Government Ethics pursuant to SECNAVINST
 5370.2J and Executive Order 12674. [SORM: 203.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: ACT_AS_EXEC_SEC_TO_ACAD_COUNCIL

Description: Act as Executive Secretary to the Academic
 Council. [SORM: 280.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: ACT_AS_GEN_EMERG_ON_SCENE_CDR

Description: Act as on-scene commander in general
 emergencies. [SORM: 262.b.(14)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ACT_AS_HAZARDOUS_WASTE_COORD

Description: Act as the Hazardous Waste Coordinator. [SORM:
 252.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Name: ACT_AS_MEDIA_PHOTO_RELEASE_AUTH

Description: Act as releasing authority for photographs

intended for media representatives and the general public. [SORM: 242.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS

Name: ACT_AS_NEX_ACCOUNTABLE_OFFICER

Description: Act as accountable officer for all cash and inventories. [SORM: 268.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NEX_ACTIVITIES

Name: ACT_AS_NFCU_LIAISON_OFFICER

Description: Act as Credit Union Liaison Officer. [SORM: 241.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: ACT_AS_NPS_PHOTOGRAPHIC_OFFICER

Description: Act as designated NPS Photographic Officer under the Superintendent, charged with administration of the Photographic Laboratory, and responsible for photographic lab work. [SORM: 228.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: ACT_AS_NPS_PRINT_COORDINATOR

Description: Act as NPS print coordinator ensuring preproduction standards and conformance to Navy printing regulations. [SORM: 228.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: ACT_AS_OFFICIAL_MAIL_CNTRL_OFFCR

Description: Act as Official Mail Control Officer. [SORM: 246.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: ACT_AS_PAO_PUBS_CONTRACT_REP

Description: Act as contracting representative in conjunction with the Supply Department Contracting Officer for bids and contracts for public affairs related publications per NAVSO-P-35. [SORM: 242.b.(17)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS

Name: ACT_AS_PRIVILEGE_REV_HEARING_OFF

Description: Hear cases as Privilege Revocation Hearing Officer. [SORM: 262.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ACT_AS_PROVOST_AS_REQ

Description: Assume the duties of the Provost/Academic Dean in absence of incumbent. [SORM: 286.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: ACT_AS_PUBLIC_RELATIONS_TECH_ADV

Description: Function as a technical advisor to the Superintendent in the field of public relations. [SORM: 242.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_PUBLIC_AFFAIRS

Name: ACT_AS_PW_DEPT_ADPSSO

Description: Serve as Automatic Data Processing Systems
Security Officer (ADPSSO) for the Public Works
Department. [SORM: 260.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: ACT_AS_PW_DEPT_FINANCIAL_MANAGER

Description: Serve as financial manager for the Public Works
Department. [SORM: 257.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: ACT_AS_PW_OFFICER_WHEN_REQ

Description: Act as Public Works Officer in the absence of
the incumbent. [SORM: 252.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Name: ACT_AS_SEABEE_DIV_OFFICER

Description: Act as Division Officer for enlisted personnel
assigned to the Seabee Division. [SORM: 253.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: ACT_AS_STUDENT_RESOURCE_MANAGER

Description: Act as Resource Manager for billets, personnel,
and monetary assets assigned to the Students and
Programs Directorate. [SORM: 220.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS

Subordinates: COORDINATE_STUDENT_INPUTS

Name: ACT_AS_TELEPHONE_OFFICER

Description: Act as the Telephone Officer. [SORM:
252.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Name: ACT_FOR_SUP_FOR_NPS_FACILITY_USE

Description: Act for the Superintendent on requests for the
use of NPS facilities by extra-command activities.
[SORM: 240.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: ACT_FOR_SUP_IN_AREA_COORDINATION

Description: Act for the Superintendent in matters of area
coordination with the Commander, Naval Base San Diego
and local Navy activities on such matters as
operations, security, disaster control, communications,
civil disturbances, discipline, etc. [SORM: 240.b.(1)]

Type: Process
Repetitive
Online implementation suggested

Subordinate of: COORDINATE_SUBAREA_SIX

Name: ADAPT_GEN_PROC_TO_CURRIC_PRGM

Description: Adapt general procedures to meet the particular
needs of individual programs. [SORM: 236.b.(2)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: ADAPT_NAVFACENGCOM_STANDARDS

Description: Adapt standards issued by the Naval Facilities

Engineering Command. [SORM: 258.b.(10)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: ADJUDICATE_PERSONNEL_CLAIMS

Description: Adjudicate personnel claims pursuant to the
 JAGMAN, Chapter VIII and JAGINST 5890.1. [SORM:
 203.b.(11)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: ADMINISTER_03_MINOR_PROPERTY

Description: Administer the minor/plant property inventory
 for the Student and Programs Office. [SORM: 225.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: ADMINISTER_04_DIVOS_AND_NPS_ENL

Description: Functions as the principal assistant in the
 administration of Code 04 division officers and all
 enlisted personnel assigned to NPS. [SORM: 244.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_CODE_04

Subordinates: SUPERVISE_CODE_04_DIV_OFF
 ACT_AS_CO_FOR_ALL_NPS_ENLISTED
 CONDUCT_PRE_NJP_INQUIRIES
 ASSIGN_ENLISTED_TO_DIVISIONS
 SUPERVISE_ENLISTED_TRAINING
 COORDINATE_ENLISTED_PERF_EVALS
 COORDINATE_ENL_COLLATERAL_DUTIES
 COORDINATE_ENLISTED_WATCHES
 PERFORM_OTHER_XO_DUTIES

Name: ADMINISTER_ACADEMIC_RESOURCES

Description: Administer academic program resource
 distribution. [SORM: 286.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: ADMINISTER_ACAD_PRGM_RESOURCES

Description: Plan resources needed to support academic
 programs. [SORM: 286.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: ADMINISTER_ADMIN_COMPUTING

Description: Serve as the principal assistant in all matters
 relating to administrative computing (i.e., computing
 facilities whose primary purpose is not instruction or
 research). [SORM: 278.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Subordinates: OVERSEE_NPS_DEVELOPED_ADMIN_ADP
 PLAN_ADMIN_ADP_BUSINESS_SYS_USE
 DIRECT_MIS_NEED_STUDIES
 OVERSEE_ADMIN_LANS
 SUBMIT_ADMIN_ADP_BUDGET_COST_EST
 SUPERVISE_ADMIN_ADP_NEW_TECH
 SUPERVISE_MULTUSER_SYS_DATA
 OVERSEE_ADMIN_NET_AND_APP_DEV_GP

Name: ADMINISTER_ADP_LIFE_CYCLE_PRGM

Description: Administer NPS's Automated Information Systems
 (AIS) Life Cycle Management (LCM) program. This
 program applies campus-wide to instructional, research,
 and administrative computer systems. [SORM: 275.b.(5)
 and 278.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: ADMINISTER_ADP_RISK_MGMT_PRGM

Description: Develop and administer the Risk Management

program to ensure full accreditation of command computer resources. [SORM: 279.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_ADP_SECURITY_PROGRAM

Name: ADMINISTER_ADP_SECURITY_PROGRAM

Description: Administer NPS's ADP Security program. [SORM:
 275.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Subordinates: PROVIDE_ADP_SECURITY_SRVCS
 ANALYZE_ALL_ADP_ACTIONS_FOR_SEC
 SERVE_SUP_AS_ADP_DAA
 ADMINISTER_ADP_RISK_MGMT_PRGM
 HELP_MAKE_DISASTER_RECOV_POLICY
 EXEC_ADP_SECURITY_TRAINING_PRGM
 SERVE_AS_ADP_SECURITY_CONSULT

Name: ADMINISTER_ASSIGNED_PERSONNEL

Description: Within the scope of their authority, NPS staff
 members will administer assigned personnel. [SORM:
 108.b.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PERFORM_ALL_ASSIGNED_DUTIES

Name: ADMINISTER_BPAS

Description: Administer Blanket Purchase Agreements (BPA).
 [SORM: 249.b.(4)(d)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE PROCUREMENT_CONTRCT_SRVC

Name: ADMINISTER_BQ_OPS

Description: Administer and direct the operations of the BQ
 as outlined in NAVPERS 15606 and other pertinent
 directives, [SORM: 269.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: ADMINISTER_CLASSIFICATION_PRGM

Description: Administer the command's program for
 classification, declassification and downgrading of
 classified information. [SORM: 243.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: ADMINISTER_CMD_RELIGIOUS_PRGM

Description: Function as an assistant on all matters related
 to religious ministries within the command, and
 administer the Command Religious Program. [SORM:
 266.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: COORDINATE_DIVINE_SERVICES
 FACILITATE_FREE_EX_OF_RELIGION
 PROVIDE_SACRAMENTAL_MINISTRY
 ORG_VOLUNTARY_RELIGIOUS_ED
 VISIT_SICK_OR_CONFINED_PERSONNEL
 LIAISON_WITH_LOCAL_RELIGIOUS_GRP
 INFORM_PAO_OF_RELIGIOUS_ACTIVITY
 SUBMIT_QTRLY_RELIGIOUS_REPORT
 TRAIN_RELIGIOUS_PERSONNEL
 ADMINISTER_RELIGIOUS_OFFER_FUND

Expected Effects:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
AUTOMATED_INFO_SYSTEM_RESOURCE	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
GENERIC_BUDGET	create
GENERIC_NPS_STAFF	create
GENERIC_NPS_STUDENT	read
GENERIC_GUIDANCE	create
GENERIC_FUND	create
FACILITY	create
SITUATION	create
NPS_PLAN	create
ORGANIZATION	create
NPS_PROGRAM	create
LOCATION	create

Name: ADMINISTER_CODE_04

Description: Coordinate, monitor, and control the Code 04 Directorate, keeping the Director informed. [SORM: 241.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: ASSUME_DUTIES_OF_CODE_04
PERFORM_OTHER_ASSIGNED_DUTIES
ASSIGN_CODE_04_TRAVEL_ALLOCATION
SIGN_MIL_OPS_BY_DIRECTION
PREPARE_CODE_04_BUDGET_REQUESTS
ADMINISTER_04_DIVOS_AND_NPS_ENL

Expected Effects:

Entity Type	Expected Actions
MILITARY_OPS_SUPPORT_CAPABILITY	create
GENERIC_BUDGET	create
NPS_PLAN	create
ORGANIZATION	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
MATERIAL	create
LOCATION	create
LAND	create
GENERIC_GUIDANCE	create
FACILITY	create
AGREEMENT	create

Name: ADMINISTER_COLLATERAL_EQUIP_PRGM

Description: Administer the collateral equipment program. [SORM: 257.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: ADMINISTER_COMPUTER_INTEGRATION

Description: Administer integration of information and computer services. [SORM: 275.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: ADMINISTER_COMP_IMPROVE_RSRCS

Description: Administer appropriate resources for the improvement of computing and information support. [SORM: 275.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: ADMINISTER_CONSTRUCTION_CONTRACT

Description: Administer contracts (construction, minor construction, repair, and maintenance service) as the local Officer In Charge of Construction (OICC). [SORM: 251.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: ADMINISTER_CONTROL_OVER_SCI

Description: Administer control over the Sensitive Compartmented Information (SCI). [SORM: 236.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CONTROL_CLASSIFIED_MATERIALS

Subordinates: PROTECT_CLASSIFIED_MATERIAL

Name: ADMINISTER_CURRICULAR_OFFICE

Description: Responsible for the administration of the curricular office. [SORM: 235.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_OFFICER_SUPERVISION_DUTY

Name: ADMINISTER_DUDLEY_KNOX_LIBRARY

Description: Organize and administer the Dudley Knox Library. [SORM: 277.b.(1)]

Type: Process
Not Repetitive

Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Name: ADMINISTER_EDUCATIONAL_PROGRAMS

Description: Plan, conduct, and administer educational programs. [SORM: 286.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Subordinates: OVERSEE_MILITARY_FACULTY
PLAN_ACADEMIC_PROGRAMS
ADMINISTER_ACAD_PRGM_RESOURCES
ADMINISTER_ACADEMIC_RESOURCES
SUPERVISE_ACADEMIC_DEPT_CHAIRS
RECOMMEND_FACULTY_APPOINTMENTS
REC_FACULTY_PROMOTION_AND_AWARDS
HELP_DEVELOP_RESEARCH_PROGRAMS
PREPARE_ACADEMIC_BUDGETS
ALLOCATE_ACADEMIC_DEPT_BUDGETS
PARTICIPATE_ON_NPS_PLANNING_BRD
REC_ASSOCIATE_DEAN_OF_FACULTY
REC_ACADEMIC_DEPT_CHAIRS
HELP_DEVELOP_NEW_CURRICULA
IMPLEMENT_STAFF_DEVELOPMENT_PRGM
ACT_AS_CODE_07_RESOURCE_MANAGER
COORDINATE_ACCREDITATION_PREPS
ACT_AS_PROVOST_AS_REQ

Name: ADMINISTER_EEO_PROGRAMS

Description: Advise on policies and procedures to ensure EEO objectives are met. Develop, implement, and administer programs to eliminate discriminatory practices in all aspects of recruitment, retention, promotion, etc. Manage the EEO complaint process. Initiate actions and programs to encourage and acquire a representative workforce which meets the needs of NPS and serviced activities. [SORM: 217.b.(11)(f)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_8_HRO_FUNCTIONS

Name: ADMINISTER_ENROLLMENT_DATA_PROCS

Description: Administer data processing to provide the following each quarter: class rosters to instructors and registration lists to curricular officers, various lists of enrollment at NPS for official users, and grade reports to students and curricular officers.

[SORM: 282.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: ADMINISTER_FACULTY_EXCHANGES

Description: Administer faculty/staff exchanges (NSTEP
 Program). [SORM: 289.b.(11)(e)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: ADMINISTER_FAMILY_ADVOCACY_PRGM

Description: Administer the Family Advocacy Program,
 maintain liaison with the Fort Ord Community Services
 Office, ensure all identified and suspected spouse or
 child abuse cases are reported to appropriate military
 and civil authorities through the Director of Military
 Operations, and chair the NPS Family Advocacy
 Committee. [SORM: 267.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Subordinates: SERVE_AS_NPS_FAMILY_ADVOCACY_OFF
 LIAISON_FORT_ORD_COMMUNITY_SRVCS
 REPORT_SPOUSE_OR_CHILD_ABUSE
 CHAIR_NPS_FAMILY_ADVOCACY_COM

Name: ADMINISTER_FAMILY_SERVICE_CENTER

Description: Function as an assistant in the administration
 of an active Family Services Center (FSC) in support of
 a high quality of life for members of the command and
 their families. [SORM: 267.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: COORDINATE_COUNSELOR_ACTIVITIES
 PROVIDE_COUNSELING_SERVICES
 PREPARE_FSC_BUDGET
 SERVE_AS_POC_WITH_PERS66
 ADVISE_SUP_ON_MIL_FSC_MATTERS

COORDINATE_TRAINING_REQUESTS
 ADVERTISE_FSC_SERVICES
 SERVE_AS_CACO_COORDINATOR
 ADMINISTER_FAMILY_ADVOCACY_PRGM
 SIGN_FSC_BY_DIRECTION

Expected Effects:

Entity Type	Expected Actions
AUTOMATED_INFO_SYSTEM_RESOURCE	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
GENERIC_BUDGET	create
SITUATION	create
NPS_PLAN	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create

Name: ADMINISTER_HRO_AUTOMATION

Description: Administer the Defense Civilian Personnel Data System and the HRO Local Area Network. Develop and/or implement customer oriented software applications to provide customers maximum utilization and reports from all HRO data resources. [SORM: 217.b.(11)(g)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_8_HRO_FUNCTIONS

Name: ADMINISTER_INFORMATIONAL_PRGM

Description: Administer the Informational Program (IP) in accordance with SECNAVINST 4950.4. [SORM: 230.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: DIRECT_INTERNATIONAL_PROGRAMS

Name: ADMINISTER_INFO_AND_PERS_SEC_PRG

Description: Administer the information and personal security program. [SORM: 243.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: SERVE_AS_INFO_SEC_ADVISOR
 DEVELOP_SECURITY_PROCEDURES
 COORDINATE_EMERG_DESTRUCT_PROCS

COORDINATE_SECURITY_EDUCATION
 REPORT_THREATS_AND_SEC_VIOLATION
 REFER_SEC_INCIDENTS_TO_NIS
 ADMINISTER_CLASSIFICATION_PRGM
 COORDINATE_CLASS_GUIDE_PREP
 LIAISON_WITH_PAO
 CONTROL_CLASSIFIED_MATERIALS
 COORDINATE_PHYSICAL_SECURITY
 COORDINATE_TEMPEST_CONTROLS
 CONTROL_CLASSIFIED_VISITS
 PROTECT_CLASSIFIED_INFO_IN_VISIT
 PREPARE_RELEASE_RECOMMENDATIONS
 COMPLY_WITH_IND_SEC_PRGM
 VERIFY_PERSONNEL_CLEARANCES
 SUPERVISE_PERSONNEL_SECURITY_INV
 LIMIT_ACCESS_TO_NEED_TO_KNOW
 RECORD_SECURITY_INV_AND_CLRNCS
 COORDINATE_ELIGIBILITY_EVALS
 MAINTAIN_FOREIGN_TRAVEL_RECORDS
 COORDINATE_COMMON_SECURITY_ISSUE
 LIAISON_WITH_NTCC_FOR_MESSAGES
 SERVE_AS_TOP_SECRET_CONTROL_OFCR
 SERVE_AS_NATO_CONTROL_OFFICER
 SERVE_AS_CNWDI_OFFICER
 SIGN_SEC_MATTERS_BY_DIRECTION
 LIAISON_WITH_SSO

Expected Effects:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
AUTOMATED_INFO_SYSTEM_RESOURCE	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
SITUATION	create
NPS_PLAN	create
ORGANIZATION	create
GENERIC_NPS_STUDENT	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
GENERIC_NPS_FACULTY	create
FACILITY	create

Name: ADMINISTER_MWR_ACTIVITIES

Description: Function as an assistant in the administration of NPS clubs, messes, and recreation activities.
[SORM: 263.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: SUPERVISE_COM_OFF_AND_FAC_CLUB
SUPERVISE_ENLISTED_CLUB_OPS
SUPERVISE_RECREATION_DIVISION
SUPERVISE_THE_MWR_ADMIN_OFFICE
CONTROL_ALL_MWR_EQUIPMENT

Expected Effects:

<u>Entity Type</u>	<u>Expected Actions</u>
MILITARY_OPS_SUPPORT_CAPABILITY	create
GENERIC_BUDGET	create
NPS_PLAN	create
NPS_PROGRAM	create
LOCATION	create
GENERIC_FUND	create
FACILITY	create
AGREEMENT	create

Name: ADMINISTER_NEX_ACTIVITIES

Description: Responsible for the efficient operation and management of all authorized Navy Exchange activities and departments. [SORM: 268.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: ACT_AS_NEX_ACCOUNTABLE_OFFICER
CONTRACT_AND_PROCURE_NAF_PRODUCT

Expected Effects:

<u>Entity Type</u>	<u>Expected Actions</u>
MILITARY_OPS_SUPPORT_CAPABILITY	create
AGREEMENT	create
FACILITY	create
GENERIC_FUND	create

Name: ADMINISTER_NPS_CONTINUING_ED_PRG

Description: Plan, conduct, and administer the NPS Continuing education self-study program. [SORM: 285.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_SELF_STUDY_PRGMS

Name: ADMINISTER_NPS_PHYSICAL_SECURITY

Description: Function as an assistant in the administration of NPS physical security, law enforcement, loss prevention, fire protection, emergency medical response, and disaster preparedness. [SORM: 262.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: MANAGE_COMMAND_PHYSICAL_SECURITY

MANAGE_NPW_LAW_ENFORCEMENT_PRGM
MANAGE_NPS_ANTI_TERRORISM_PRGM
MANAGE_NPS_LOSS_PREVENTION_PRGM
EVALUATE_PHYSICAL_SECURITY_PRGM
EVALUATE_ANTI_TERRORISM_PRGM
EVALUATE_LOSS_PREVENTION_PRGM
MAINTAIN_NPS_PHYSICAL_SEC_PLAN
CONDUCT_PHYS_SEC_INSPECTIONS
ID_PROP_TO_BE_PROTECTED
ID_RESTRICTED_AREAS_AND_DESIG
DETERMINE_RESTRICTED_AREA_BOUNDS
DETERMINE_LEGAL_JURISDICTION_MAP
PROVIDE_PHYS_SEC_AND_FIRE_PROT
ASSESS_THREAT_TO_COMMAND
ID_RESRCS_TO_IMPLEMENT_PHYS_SEC
ESTABLISH_ACCESS_BARRIERS
MAINTAIN_PERSONNEL_ID_AND_ACCESS
COORD_TENANT_PHYS_SEC_REQMTS
LIAISON_FOR_MUTUAL_SECURITY
MAINTAIN_LOSS_PREVENTION_PRGM
MAINTAIN_LOSS_RECORDS
FACILITATE_PHYS_SEC_REVW_COM
SERVE_ON_NPS_CMD_SURVEY_BOARD
ADMINISTER_SECURITY_ED_PRGM
TRAIN_NPS_SECURITY_FORCE
PREPARE_SEC_FORCE_SOPS_AND_PLANS
DEVELOP_SECURITY_DIRECTIVES
CONTROL_SMALL_ARMS_AND_AMMO
TRAIN_SMALL_ARMS_PERSONNEL
SUPERVISE_OPERATIONS_DIVISION
SUPERVISE_ADMIN_PHYSICAL_SEC_DIV
SUPERVISE_INVESTIGATIVE_DIVISION
SUPERVISE_FIRE_DIVISION
ACT_AS_DISASTER_PREP_OFFICER
ACT_AS_GEN_EMERG_ON_SCENE_CDR
ACT_AS_PRIVILEGE_REV_HEARING_OFF
SERVE_ON_AFDCB
PREPARE_SECURITY_BUDGETS
SIGN_PHYS_SECURITY_BY_DIR

Expected Effects:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
SITUATION	create
NPS_PLAN	create
ORGANIZATION	create
NPS_PROGRAM	create
LOCATION	create
GENERIC_GUIDANCE	create
FACILITY	create
AGREEMENT	create

Name: ADMINISTER_NPS_REG_POLICIES

Description: Administer the policies of the Academic Policy

Manual and NPS directives that concern registration and grades. [SORM: 282.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: ADMINISTER_NPS_RESEARCH_FUNDS

Description: Administer NPS research funds, including the allocation and expenditure of research funds, and the reporting of results. [SORM: 289.b.(11)(b)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: ADMINISTER_NPS_SELF_STUDY_PRGMS

Description: Function as the chief administrator for all NPS self-study courses. [SORM: 285.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_ADMISSIONS

Subordinates: ADMINISTER_NPS_CONTINUING_ED_PRG

Name: ADMINISTER_ORF_AND_PAF

Description: Administer the Official Representation Fund and the Position Allowance Fund. [SORM: 201.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: ADMINISTER_POST_DOCTORAL_PRGMS

Description: Administer post-doctoral programs (NRC, ONT/ASEE, NPS). [SORM: 289.b.(11)(e)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: ADMINISTER_PUBLIC_WORKS_DEPT

Description: Function as an assistant for the administration and supervision of the Public Works Department, including all assigned personnel and facilities. [SORM: 251.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: SERVE_AS_OICC_OR_ROICC
SUPERVISE_FACILITIES_AND_UTILITY
SUPERVISE_PW_DEPT_SAFETY
ENSURE_ENVIRONMENTAL_COMPLIANCE
ADMINISTER_CONSTRUCTION_CONTRACT
PROVIDE_PW_SERVICE_TO_NAVAL_ACTS
PREPARE_PW_BUDGETS
ASST_PUBLIC_WORKS_OFFICER
MANAGE_COMMAND_GOV'T_HOUSING
MANAGE_PW_ENG_DIV
CONSERVE_UTILITIES
CONSERVE_ENERGY
PROVIDE_PHYSICAL_PLANT_SUPPORT
PROVIDE_PHYSICAL_PLANT_LOGISTICS
PROVIDE_PHYSICAL_PLANT_ADMIN
MANAGE_REAL_PROPERTY

Expected Effects:

Entity Type	Expected Actions
AUTOMATED_INFO_SYSTEM_RESOURCE	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
GENERIC_BUDGET	create
TENANT_COMMAND	create
NPS_PLAN	create
ORGANIZATION	create
NPS_PROGRAM	create
MATERIAL	create
LOCATION	create
LAND	create
GENERIC_GUIDANCE	create
FACILITY	create
AGREEMENT	create

Name: ADMINISTER_RELIGIOUS_OFFER_FUND

Description: Administer the Religious Offering Fund in accordance with pertinent directives. [SORM: 266.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: ADMINISTER_REQTS_FOR_CONFERENCES

Description: Administer requirements in support of
conferences and short courses delivered on or off the
NPS campus. [SORM: 289.b.(12)(a)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: ADMINISTER_RESEARCH_CHAIRS

Description: Administer research chairs at NPS. [SORM:
289.b.(11)(d)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: ADMINISTER_SAFETY_AND_HEALTH_PRG

Description: Manage and implement the Safety and
Occupational Health (S&OH) Program. [SORM: 202.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: MANAGE_S_AND_OH_PROGRAM
DEVELOP_PREVENTION_PROGRAMS
PREPARE_SAFETY_RULES
CONDUCT_SAFETY_INSPECTIONS
ENSURE_SAFETY_COMPLIANCE
IMPLEMENT_WORKPLACE_MONITORING
RECORD_SAFETY_PROBLEMS
MANAGE_HAZARD_ABATEMENT_PLAN
MAINTAIN_MISHAP_RECORDS
CONDUCT_CAUSAL_FACTOR_STUDIES
IMPROVE_SAFETY_PROGRAMS
MAINTAIN_SAFETY_LIAISON
IMPLEMENT_SAFETY_REQUIREMENTS
COORDINATE_OSH_EXTERNALLY
CONDUCT_SAFETY_TRAINING
PROVIDE_TECHNICAL_SAFETY_ADVICE
FOSTER_SAFETY_AWARENESS
PREPARE_SAFETY_BUDGET
ESTABLISH_SAFETY_GOALS
SERVE_AS_SAFETY_CONSULTANT
IMPLEMENT_HAZARD_REPORTING
COORDINATE_SAFETY_PROCUREMENT
MONITOR_TRAFFIC_SAFETY_PROGRAM
EVALUATE_CIVILIAN_INJURY_CLAIMS
ADVISE_SAFETY_EMPLOYMENT

MONITOR_OTHER_SAFETY_PROGRAMS
 ATTEND_SAFETY_CONFERENCES
 PROVIDE_TENANT_SAFETY_SUPPORT
 SIGN_SAFETY_BY_DIRECTION
 CHAIR_OSH_COMMITTEE

Expected Effects:

Entity Type	Expected Actions
MILITARY_OPS_SUPPORT_CAPABILITY	create
GENERIC_BUDGET	create
SITUATION	create
NPS_PLAN	create
NPS_PROGRAM	create
GENERIC_GUIDANCE	create

Name: ADMINISTER_SCIF

Description: Administer control over the Sensitive Compartmented Information facility (SCIF). [SORM: 237.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CONTROL_CLASSIFIED_MATERIALS

Subordinates: CONTROL_SCIF_ACCESS
 SUPERVISE_SCIF_OPERATIONS
 ADMINISTER_SCIF_RESOURCES
 MANAGE_SSO_STAFF
 TRAIN_SSO_STAFF
 COORDINATE_SSO_ACTIVITIES
 ENSURE_SSO_VISITOR_CONTROL

Name: ADMINISTER_SCIF_RESOURCES

Description: Supervise the acquisition, use, and disposition of the Sensitive Compartmented Information Facility (SCIF) resources. [SORM: 237.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_SCIF

Name: ADMINISTER_SECURITY_ED_PRGM

Description: Develop, maintain, and administer an ongoing security education program encompassing security, crime prevention, loss prevention, anti-terrorism, and local threat conditions. [SORM: 262.b.(10)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ADMINISTER_SOF_SURVEY

Description: Administer the Student Opinion Form (SOF) survey, including distribution and collection of forms, and dissemination of all summary reports. [SORM: 283.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_SOF_COMPLETION

Name: ADMINISTER_SUPPLY_DEPARTMENT

Description: Function as an assistant for the organization, administration, and management of the Supply Department. [SORM: 247.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: SERVE_AS_NAVSUP_CONTRACT_OFFCR
SERVE_AS_NPS_CONTRACT_OFFICER
ENSURE_CONTRACT_REG_COMPLIANCE
MONITOR_SPECIAL_CONTRACT_PRGMS
PROVIDE_LOGISTIC_SUPPORT_SERVICE
OPERATE_READY_SUPPLY_STORE
OPERATE_THE_ENLISTED_GALLEY
OPERATE_PERSONAL_PROPERTY_OFFICE
OPERATE_PROPERTY_MANAGEMENT_BRCH
SUBMIT_SUPPLY_BUDGETS
SIGN_CONTRACT_AND_SUPPLY_BY_DIR
MONITOR_HAZMAT_CONTROL_PROGRAM
MANAGE_MATERIAL_DIVISION_PRGRMS
MANAGE_CONTROLS_DIVISION

Expected Effects:

Entity Type	Expected Actions
AUTOMATED_INFO_SYSTEM_RESOURCE	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
GENERIC_BUDGET	create
GENERIC_FUND	create
GENERIC_GUIDANCE	create
NPS_PLAN	create
ORGANIZATION	create
NPS_PROGRAM	create
LOCATION	create
MATERIAL	create

Name: ADMINISTER_TAD_AND_LEAVE_ORDERS

Description: Administer and issue military TEMADD, TAD and leave orders for NPS officer staff and enlisted personnel. [SORM: 246.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: ADMINISTER_TECH_REPORT_PROCESS

Description: Administer NPS Technical Report processing.
[SORM: 289.b.(11)(g)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: ADMINISTER_THESIS_PROCESSING

Description: Administer NPS thesis processing including unclassified distribution. [SORM: 289.b.(12)(c)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: ADMIN_ASSIST_ADV_INST_WORKSHOPS

Description: Provide administrative assistance for Advanced Instructional Workshops. [SORM: 289.b.(12)(d)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: ADVERTISE_FSC_SERVICES

Description: Advertise FSC services. [SORM: 267.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: ADVISE_PROVOST_ON_ED_PRGMS

Description: Advise the Provost on all aspects of the
School's educational programs. [SORM: 280.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: ADVISE_SAFETY_EMPLOYMENT

Description: Cooperate with, and provide advice to, medical
and employment personnel on the proper selection and
placement of personnel as they relate to Safety and
Occupational Health. [SORM: 202.b.(22)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: ADVISE_SPECIAL_INTEREST_GROUPS

Description: Act as advisor to all special interest groups.
[SORM: 265.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_RECREATION_DIVISION

Name: ADVISE_SUPO_CONTROL_DIV_WORKLOAD

Description: Advise the Supply Officer of staffing,
workload, and operational procedures in the Control
Division. [SORM: 249.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Name: ADVISE_SUPO_OF_MAT_DIV_WORKLOAD

Description: Advise the Supply Officer of staffing,
workload, and operational procedures in the Material
Division. [SORM: 248.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Name: ADVISE_SUP_ON_CODE_04_REQMTS

Description: Advise the Superintendent on the personnel and material resource requirements of the Military Operations Directorate. [SORM: 240.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PREPARE_CODE_04_BUDGET_REQUESTS

Name: ADVISE_SUP_ON_MIL_FSC_MATTERS

Description: Advise the Superintendent on military FSC matters. [SORM: 267.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: ALLOCATE_ACADEMIC_DEPT_BUDGETS

Description: Allocate and disseminate budgets to [academic] departments. [SORM: 286.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: ALLOCATE_CLASS_SPACE_AS_AVAIL

Description: Allocate classroom and laboratory space as available upon request from appropriate authority. [SORM: 284.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CLASS_SCHEDULING

Name: ANALYZE_ALL_ADP_ACTIONS_FOR_SEC

Description: Analyze DoN/DoD requirements, NPS Life Cycle Management, Information resource Management decisions, ADP contracting and procurement, and Internal Controls with respect to system security aspects. [SORM 279.b.(1)]

Type: Process
Not Repetitive

Online implementation suggested

Subordinate of: ADMINISTER_ADP_SECURITY_PROGRAM

Name: ANALYZE_AND_REVW_ENL_GALLEY_MENU

Description: Analyze and review the Enlisted Galley menu prior to submission to the Commanding Officer of Enlisted Personnel. [SORM: 250.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: ANALYZE_CONTRACT_STATS

Description: Analyze and review statistical data on contract actions reported to higher authority. [SORM: 249.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Name: ANALYZE_WORK_DATA_FOR_CHANGES

Description: Conduct a continuous review and analysis of work data to determine the need for changes in work methods, standards, procedures, and processes. [SORM: 258.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: ANSWER_GENERAL_PUBLIC_QUERIES

Description: Answer queries from the general public per U.S. Navy Public Affairs regulations and other pertinent directives. [SORM: 242.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: ANSWER_MEDIA_QUERIES

Description: Answer queries from the media per U.S. Navy

Public Affairs Regulations and other pertinent directives. [SORM: 242.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: APPROVE_NORMAL_MAINT_JOB_ORDERS

Description: Approve job orders for normal maintenance work within the limits specified by higher authority.
[SORM: 258.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: ARRANGE_AV_DEMOS_AND_DISPLAYS

Description: Arrange for displays and demonstrations of audio-visual equipment by sales representatives.
[SORM: 228.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: ARRANGE_FLAG_RECEPTIONS

Description: Arrange for receptions hosted by the Superintendent. [SORM: 201.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: ARRANGE_HOUSEHOLD_GOOD_SHIPMENTS

Description: Arrange for the packaging, shipment, and delivery of household goods. [SORM: 248.b.(3)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_PERSONAL_PROPERTY_PRGRM

Name: ARRANGE_PRESS_INTERVIEWS

Description: Arrange press interviews when appropriate.
 [SORM: 242.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: ARRANGE TOURS_AND_OPEN_HOUSE

Description: Arrange for press, civic, and other tours of
 the command, and conduct "Open House" for the public as
 appropriate. [SORM: 242.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PLAN_SPECIAL_EVENT_PARTICIPATION

Name: ASSESS_THREAT_TO_COMMAND

Description: Assess the threat to the Command, including
 restricted areas. [SORM: 262.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ASSIGNED_LIAISON_WITH_MIL_FCLTY

Description: Liaison with military members of the faculty.
 [SORM: 235.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CURRIC_OFFICER_SUPERVISION_DUTY

Name: ASSIGN_APC_TO_STUDENT

Description: Assign an Academic Profile Code (APC) to each
 prospective student. [SORM: 285.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_ACAD_EVAL_RCRD_PROCESS

Name: ASSIGN_BQ_OPS_PERSONNEL

Description: Assign qualified personnel to operate BQ facilities. [SORM: 269.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: ASSIGN_CODE_04_TRAVEL_ALLOCATION

Description: Assign Code 04 travel/TDY allocations, keeping the Director informed. [SORM: 241.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CODE_04

Name: ASSIGN_ENLISTED_TO_DIVISIONS

Description: Assign enlisted personnel to divisions. [SORM: 244.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_04_DIVOS_AND_NPS_ENL

Name: ASSIGN_FOOD_SERVICE_PERSONNEL

Description: Assign personnel to the duties for which they are best suited by reason of their ability, training, and personality. [SORM: 250.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: ASSIGN_FOREIGN_STUDENT_GREETERS

Description: Coordinate the assignment of personnel to meet arriving international students and assist with their orderly departure. [SORM: 230.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_INTERNATIONAL_PROGRAMS

Name: ASSIST_03_MANAGE_CURRIC_AFFAIRS

Description: Act as the pricnicapl Assistant to the Director
[of Programs] for administration of curricular affairs.
[SORM: 222.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_STUDENTS

Name: ASSIST_CODE_03_WITH_ADMIN

Description: Act as the principal assistant to the Director
of Programs for administration. [SORM: 221.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: ASSIST_CODE_03_WITH_PROGRAMS

Description: Function as an assistant to the Dean of
Students and Director of Programs, and assumes such
authority and duties as are delegated by the Director.
[SORM: 221.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS

Subordinates: ASSIST_CODE_03_WITH_ADMIN
PROVIDE_EXT_LIAISON_FOR_CODE_03
OVERALL_COORDINATION_03_STAFF
CONTROL_CODE_03_CORRESPONDENCE
SUPERVISE_CODE_03_OPTAR
COORDINATE_03_STAFF_PLACEMENT
PREPARE_03_REPORTS
SIGN_STUDENTS_AND_CURRIC_BY_DIR
ASSUME_03_DUTIES_IF_ABSENT
MANAGE_PROGRAMS_AND_PLANS
MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: ASSIST_CODE_03_WITH_STUDENTS

Description: Function as an assistant to the Dean of
Students and Director of Programs, and assume such
authority and duties as are delegated by the Director.
[SORM 222.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS

Subordinates: ASSIST_03_MANAGE_CURRIC_AFFAIRS
COORDINATE_CURRICULAR_OFFICES
COORD_INTERNATIONAL_PRGMS_OFFICE
COORDINATE_SERVICE_REPS
SIGN_NPS_STUDENTS_BY_DIRECTION
ASSUME_03_DUTIES_WHEN_REQUIRED

Name: ASSIST_GENERATE_FACILITIES_REQMT

Description: Assist in generation of facilities requirements
for the command (BASEREP, etc.) [SORM: 225.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: ASSIST_MAINTAIN_PHYS_RSRCS_INV

Description: Assist in the maintenance of a physical
resources inventory, including all structures with
space allocation. [SORM: 225.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: ASSIST_OPERATE_ENLISTED_GALLEY

Description: Function as an assistant in the proper and
efficient operation of the Enlisted Galley. [SORM:
250.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_THE_ENLISTED_GALLEY

Subordinates: SUPERVISE_ENLISTED_GALLEY_ORG
KEEP_ENL_GALLEY_FOOD_SUPPLIES
PREPARE_FOOD_SERVICE_INSTRUCTION
ASSIGN_FOOD_SERVICE_PERSONNEL
MAINTAIN_FOOD_SERVICES_SPACES
ANALYZE_AND_REVV_ENL_GALLEY_MENU
MAINTAIN_FOOD_SERVICE_RECORDS
MONITOR_FOOD_SERV_CONTRACT_PERF

Name: ASSIST_PRODUCTION_GERG_AND_GERB

Description: Assist in producing the annual Graduate

Education Review Group/Board (GERG/GERB) reports.
[SORM: 227.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: STUDENT_PROJECT_OFFICER

Name: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Description: Function as an assistant in both the Public
 Works Department and the Contracts Office. [SORM:
 253.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Subordinates: LIAISON_PW_AND_SERVICED_ACTIVITY
 OVERSEE_FACILITY_SUPPORT_CONTRACT
 OVERSEE_IQ_CONSTRUCTION_CONTRACT
 PROVIDE_ENG_DEPT_DESIGN_SUPPORT
 PROVIDE_COMMAND_BATT_ENG_SUPPORT
 PROVIDE_ENERGY_CONSERVE_DSGN_RVW
 REDUCE_ENERGY_AND_H2O_USE
 REC_FACILITY_IMPROVEMENTS
 OVERSEE_SHUTTLE_BUS_OPS
 ACT_AS_SEABEE_DIV_OFFICER

Name: ASSIST_SUPERINTENDENT

Description: Assist the Superintendent at official and
 social functions as required. [SORM: 201.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: PROVIDE_ADMIN_ASSISTANCE
 SCHEDULE_FLAG_APPOINTMENTS
 LIAISON_OFFICIAL_GUESTS
 ASSIST_WITH_CEREMONIES
 ARRANGE_FLAG_RECEPTIONS
 ADMINISTER_ORF_AND_PAF
 PERFORM_OTHER_DUTIES_AS_ASSIGNED
 REP_SUP_LIAISON_OTHER_SERVICES
 REP_SUP_IN_CIVIC_COMMUNITY
 ASSUME_SUP_DUTIES_WHEN_REQ
 ACT_FOR_SUP_FOR_NPS_FACILITY_USE
 PERFORM_DUTIES_ASSIGNED_BY_SUP

Expected Effects:

Entity Type	Expected Actions
-------------	------------------

GENERIC_FUND

create

Name: ASSIST_WITH_CEREMONIES

Description: Assist with ceremonies. [SORM: 201.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: ASST_PUBLIC_WORKS_OFFICER

Description: Function as an assistant responsible for the day-to-day operation and overall coordination of the several organizational components of the (Public Works) Department. [SORM: 252.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Subordinates: MANAGE_PW_DAY_TO_DAY_OPS
ACT_AS_PW_OFFICER_WHEN_REQ
ACT_AS_TELEPHONE_OFFICER
ACT_AS_HAZARDOUS_WASTE_COORD
PERFORM_ASSIGNED_PW_DUTIES
ASSIST_PW_DEPT_AND_CONTRACTS_OFF
MANAGE_THE_PW_SHOPS_DIVISION
MANAGE_FAC_SPT_SERV_CONTRACT_DIV
PROVIDE_ADMIN_ASSISTANCE_TO_PW
MANAGE_MAINT_CONTROL_DIV
PROVIDE_PW_DEPT_MIS_SUPPORT

Name: ASSUME_03_DUTIES_IF_ABSENT

Description: Assume the duties of the Dean of Students and Director of Programs in the absence of the incumbent. [SORM: 221.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: ASSUME_03_DUTIES_WHEN_REQUIRED

Description: Assume the duties of the Dean of Students and Director of Programs in the absence of the Director and the Assistant Director of Programs. [SORM: 222.b.(3)]

Type: Process
Not Repetitive

Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_STUDENTS

Name: ASSUME_DUTIES_OF_CODE_04

Description: Assume the duties of the Director of Military Operations in the absence of the incumbent. [SORM: 241.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CODE_04

Name: ASSUME_SUP_DUTIES_WHEN_REQ

Description: In the absence of the Superintendent, and when so designated, assume the responsibilities of the Superintendent for such non-academic functions as may be assigned. [SORM: 240.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: ATTEND_AV_CONFERENCES

Description: Attend conferences and meetings sponsored by CNO, inter-service, professional associations and manufacturers. [SORM: 228.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: ATTEND_SAFETY_CONFERENCES

Description: Attend and participate in safety and occupational health committee meetings, conferences, seminars, and workshops directly related to safety and occupational health functions. [SORM: 202.b.(24)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: AUDIT_THE_IMPREST_FUND

Description: **Audit the Imprest Fund. [SORM: 216.b.(11)]**

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: **COMPTROLLER**

Name: **BE_FAMILIAR_WITH_CIV_INS_PRGMS**

Description: **Maintain familiarity with related programs**
 offered at civilian educational institutions which
 might be effectively utilized by their sponsors.
 [SORM: 236.b.(2)(d)]

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: **SUPERVISE_CURRICULAR_TEAMS**

Name: **BE_KNOWLEDGEABLE_ABT_TRNSFR_FLD**

Description: **Be knowledgeable with respect to "transfer**
 field" programs, i.e., other graduate programs
 appropriately related to those under their purview.
 [SORM: 236.b.(2)(d)]

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: **SUPERVISE_CURRICULAR_TEAMS**

Name: **BRIEF_FOREIGN_VISITORS**

Description: **Coordinate with the Director of Programs to**
 provide briefings to military attaches and other
 international visitors. [SORM: 230.b.(3)]

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: **DIRECT_INTERNATIONAL_PROGRAMS**

Name: **BRING_ATTENTION_TO_SUPERVISORS**

Description: **In performing their duties, staff members shall**
 advise their supervisors of matters meriting their
 attention or requiring their action. [SORM: 108.c.]

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: **PERFORM_ALL_ASSIGNED_DUTIES**

Name: CHAIR_ACADEMIC_DEPT_OR_GROUP

Description: Supervise and be responsible for the educational, personnel, and financial activities of the respective department or group. [SORM: 287.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_DEPT_CHAIRS

Subordinates: PLAN_ACADEMIC_DEPT_PROGRAM
SUPERVISE_ACADEMIC_DEPT
SUPERVISE_RESEARCH_PROGRAMS
PROVIDE_ACADEMIC_DEPT_ADVICE
REPRESENT_ACADEMIC_AND_ADMIN_NPS
RECRUIT_FACULTY_AND_STAFF
REC_FACULTY_AND_STAFF
PROVIDE_FACULTY_ORIENTATION
OVERSEE_FACULTY_MENTOR_PROGRAM
MONITOR_FACULTY_TECH_IMPROVEMENT
REC_FACULTY_FOR_AWARD_AND_PROMO
EVALUATE_STAFF_PERFORMANCE
KEEP_COURSES_UP_TO_DATE
SUBMIT_COURSE_JOURNALS
SUBMIT_TEXTBOOK_REQUIREMENTS
EVALUATE_COURSE_INSTRUCTION
COORDINATE_GRADING_PRACTICES
SUBMIT_GRADES_ON_TIME
STAY_FAMILIAR_WITH_CIV_INSTITUTE
HELP_CURRIC_RVWS_OF_CIV_INST_PRG
DEVELOP_ACADEMIC_PRGM_RSRC_PLAN
SUBMIT_ACAD_RESOURCE_REQUESTS
TAKE_CUSTODY_OF_SPACE_AND_EQUIP
EXERCISE_SAFETY_CONTROL
PROVIDE_PROFESSIONAL_DEVELOPMENT
REC_ASSOCIATE_DEPT_CHAIRS
WORK_WITH_CURRIC_OFFCR_AND_ACAD

Name: CHAIR_ACAD_COUNCIL_WHEN_REQ

Description: Serve as Chair [of the Academic Council] in the absence of the Provost. [SORM: 280.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: CHAIR_CAB

Description: Chair the Computer Advisory Board. [SORM: 275.c.(3)]

Type: Process

Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: CHAIR_LIBRARY_COUNCIL

Description: Chair the Library Council. [SORM: 275.c.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: CHAIR_NPS_FAMILY_ADVOCACY_COM

Description: Chair the NPS Family Advocacy Committee.
[SORM: 267.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_ADVOCACY_PRGM

Name: CHAIR_NPS_PLANNING_BOARD

Description: Chair the NPS Planning Board. [SORM:
210.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EXERCISE_NPS_RESPONSIBILITIES

Name: CHAIR_OSH_COMMITTEE

Description: Chair the Occupational Safety and Health
Committee. [SORM: 240.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: CHAIR_RESEARCH_ADVISORY_PANEL

Description: Act as Chair of the research Advisory Panel.
[SORM: 289.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: CHAIR_SPACE_ALLOCATION_COMMITTEE

Description: Serve as the Chairman of the Space Allocation Committee. [SORM: 241.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: CLASSIFY_CIVILIAN_POSITIONS

Description: Classify Merit Pay (GM), General Schedule (GS), and Wage Grade (WG) positions. Process classification appeals; administer the maintenance review of positions; conduct regular and special wage surveys; administer environmental differential pay; originate and submit required reports. [SORM: 217.b.(11)(d)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_8_HRO_FUNCTIONS

Name: COLLABORATE_WITH_ACADEMIC_DEPTS

Description: Maintain liaison with academic departments. [SORM: 236.b.(2)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: COLLABORATE_WITH_NPS_STAFF

Description: Collaborate with the School staff and sponsors. [SORM: 236.b.(2)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: COMMAND_EVALUATION_OFFICER

Description:

Type: Process

Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Subordinates: VERIFY_QUALITY_FUNCTION_STAFFING
CONDUCT_REVIEWS_AND_AUDITS
COMPLY_WITH_CMD_EVAL_REQMTS
MAINTAIN_ANNUAL_CMD_EVAL_PLAN
TRACK_AUDIT_CORRECTIVE_ACTIONS
PROVIDE_EXTERNAL_AUDIT_LIAISON
TRAIN_CMD_EVAL_PERSONNEL

Name: COMMUNICATE_HRO_GOALS

Description: Ensure that appropriate human resources management goals, policies, and practices are communicated to, and understood by, managers, supervisors, employees, and employee groups. [SORM: 217.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: COMPLY_WITH_CMD_EVAL_REQMTS

Description: Comply with the Command Evaluation requirements of the Navy. [SORM: 218.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMMAND_EVALUATION_OFFICER

Name: COMPLY_WITH_IND_SEC_PRGM

Description: Ensure compliance with the Industrial Security Program for classified contracts with DoD contractors. [SORM: 243.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COMPTROLLER

Description:

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: **MANAGE_ALL_NPS_RESOURCES**

Subordinates: **DEVELOP_FINANCIAL_PLANS**
FORMULATE_NPS_BUDGET
DEVELOP_NPS_POM_INPUTS
DETERMINE_FINANCIAL_REPROGRAM
COORDINATE_BUDGETING
PROVIDE_FINANCIAL_ADVICE
PROVIDE_OPTAR_FUNDING_CONTROLS
MAINTAIN_SUPS_FUNDS_RECORDS
LIAISON_WITH_NAVFINCEN
PERFORM_TIMEKEEPING_FUNCTIONS
AUDIT_THE_IMPREST_FUND
LIAISON_WITH_NAVY_AUDIT_SERVICE
COORDINATE_GAO_STUDIES
EXECUTE_MANAGING_TO_PAYROLL
COORDINATE_COM_ACTIVITY_REVIEW
PERFORM_EXTERNAL_BUDGET_LIAISON
COORDINATE_WITH_NETSAFA
SIGN_BUDGET_BY_DIRECTION

Name: **CONDUCT_ANNUAL_INSPECT_WITH_PW**

Description: Accompany Public Works personnel when they
conduct the Annual Inspection Survey of the BQ. [SORM:
269.b.(8)]

Type: **Process**
Not Repetitive
Online implementation suggested

Subordinate of: **SUPERVISE_NPS_BACHELOR_QUARTERS**

Name: **CONDUCT_AV_TRAINING_SEMINARS**

Description: Conduct or participate in seminars and training
courses dealing with effective uses of visual
information media. [SORM: 228.b.(5)]

Type: **Process**
Not Repetitive
Online implementation suggested

Subordinate of: **DIRECTOR_EDUCATIONAL_MEDIA**

Name: **CONDUCT_CAUSAL_FACTOR_STUDIES**

Description: Conduct studies and analyze mishap
investigation reports, records of occupational injuries
and illnesses, and property damage reports to identify
causal factors and to determine trends; initiate
program improvement actions accordingly. [SORM:
202.b.(9)]

Type: **Process**
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: CONDUCT_CLASSIFIED_RESEARCH

Description: Maintain and operate a Classified Materials
Division encompassing classified research. [SORM:
277.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_CLASSIFIED_MATERIALS_DIV

Name: CONDUCT_HRO_PLANNING

Description: Initiate appropriate planning and research to
support the administration of human resources, inform
management of new human resources concepts, and
recommend appropriate changes in human resource
policies, practices and procedures, [SORM: 217.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: CONDUCT_MAINTENANCE_INSPECTIONS

Description: Inspect maintenance work in progress and make
the final acceptance inspection when work is completed.
[SORM: 255.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Name: CONDUCT_PHYS_SEC_INSPECTIONS

Description: Conduct physical security surveys, inspections
and audits. [SORM: 262.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: CONDUCT_POST_TRIAL_REVIEWS

Description: Conduct Staff Judge Advocate post-trial reviews
pursuant to the MCM, 1984, Chapter I. [SORM:

203.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: CONDUCT_PRECIOUS_METALS_RECOVERY

Description: Act as Precious Metals Recovery Program
 Officer. [SORM: 248.b.(7)(a)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_THE_PERSONAL_PROP_PRGM

Name: CONDUCT_PRE_NJP_INQUIRIES

Description: Conduct pre-non-judicial punishment inquiries.
 [SORM: 244.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_O4_DIVOS_AND_NPS_ENL

Name: CONDUCT_PROCUREMENT_CONTRACTING

Description: Solicit, evaluate, negotiate, and award bids.
 [SORM: 249.b.(4)(a)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_PROCUREMENT_CONTRACT_SRVC

Name: CONDUCT_PROFESSIONAL_LECTURES

Description: Conduct a professional lecture series. [SORM:
 200.b.(26)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: CONDUCT_PROGRAM_APPRAISAL

Description: Appraise programs for effectiveness and
 efficiency. [SORM: 215.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: CONDUCT_PW_COMP_SYS_ANALYSIS

Description: Conduct computer system analysis (for Public Works Department). [SORM: 260.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: CONDUCT_QUARTERS_INSPECTIONS

Description: Conduct quarters inspections for incoming and outgoing residents. [SORM: 254.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOV'T_HOUSING

Name: CONDUCT_REVIEWS_AND_AUDITS

Description: Conduct reviews and audits which follow standards established by the Government Accounting Office (GAO), and the Institute of Internal Auditors. [SORM: 218.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COMMAND_EVALUATION_OFFICER

Name: CONDUCT_SAFETY_INSPECTIONS

Description: Organize and conduct safety inspections and surveys to identify violations, hazards, and deficiencies in operations, work places, facilities, and equipment. [SORM: 202.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: CONDUCT_SAFETY_TRAINING

Description: Assist supervisors and training specialists in developing and conducting safety training, education, and indoctrination of new employees; ensure continuing training programs; require specific safety refresher training, and, where conditions warrant, specialized safety training. [SORM: 202.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: CONDUCT_SPEC_FIELD_ENG_STUDIES

Description: Conduct special field engineering studies. [SORM: 259.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: CONDUCT_VULNERABILITY_ASSESSMENT

Description: Ensure that Vulnerability Assessments are conducted for all functions annually, and that Management Control reviews are conducted on a five year cycle. [SORM: 205.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_MANAGEMENT_CONTROL

Name: CONSERVE_ENERGY

Description: Maintain a viable program of energy conservation in support of local and national goals. [SORM: 200.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: CONSERVE_UTILITIES

Description: Maintain a viable program of utilities conservation in support of local and national goals. [SORM: 200.b.(16)]

Type: Process

Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: CONSIDER_ED_PRGM_COST_DECISION

Description: Ensure that decisions about educational programs at NPS consider cost, effectiveness, and uniqueness. [SORM: 280.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: CONTINUOUSLY_IMPROVE_COURSES

Description: Act to ensure continuous improvement of courses, curricula, and thesis. [SORM: 280.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: CONTRACT_AND_PROCURE_NAF_PRODUCT

Description: Act as a contracting and procurement officer for non-appropriated fund textbooks and related merchandise. [SORM: 268.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NEX_ACTIVITIES

Name: CONTROL_ALL_MWR_EQUIPMENT

Description: Be responsible for the safekeeping, preservation, and accessibility for inspection of all government property in the possession of the department, and permit its removal only with written approval of the Director of Military Operations. [SORM: 263.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_MWR_ACTIVITIES

Name: CONTROL_AND_SUPERVISE_CC_RSRCS

Description: Exercise operational control and supervision of all personnel, equipment, and other resources assigned to the Computer Center. [SORM: 276.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTER_CENTER

Name: CONTROL_AVIATION_SAFETY_EQUIPMNT

Description: Exercise control over the safe operation and security of the spaces, equipment, and materials assigned to Aviation Safety Programs. [SORM: 229.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: CONTROL_CLASSIFIED_MATERIALS

Description: Ensure compliance with accounting and control requirements for classified material, including receipt, distribution, inventory, reproduction and disposition. [SORM: 243.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Subordinates: ADMINISTER_CONTROL_OVER_SCI
ADMINISTER_SCIF

Name: CONTROL_CLASSIFIED_VISITS

Description: Ensure security control of visits to and from the command when the visitor requires, and is authorized, access to classified information. [SORM: 243.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: CONTROL_CODE_03_CORRESPONDENCE

Description: Control of incoming/outgoing correspondence. [SORM: 221.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: CONTROL_SCIF_ACCESS

Description: Establish procedures for control of access to
 the Sensitive Compartmented Information facility (SCIF)
 in Root Hall, Rooms 108-115. [SORM: 237.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_SCIF

Name: CONTROL_SMALL_ARMS_AND_AMMO

Description: Ensure the physical control, inventory, and
 issuance of small arms and ammunition. [SORM:
 262.b.(11)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: COORDINATE_OSH_EXTERNALLY

Description: Coordinate occupational health support with
 Naval Hospital, Oakland, and the Occupational Health
 Section, Silas B. Hays Army Community Hospital, as
 appropriate. Consult as necessary with occupational
 health professionals in the identification, evaluation,
 and control of exposure to hazardous materials or
 harmful physical agents. [SORM: 202.b.(11)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: COORDINATE_03_PW_REQUESTS

Description: Serve as the Code 03 representative to the
 Public Works Planning Board. Coordinate, prioritize,
 and sign all work requests submitted by codes in the
 Students and Programs Directorate. Maintain a tickler
 file of all incomplete work requests and reports
 status. [SORM: 225.b.(3)]

Type: Process

Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: COORDINATE_03_STAFF_PLACEMENT

Description: Coordinate staff placement. [SORM: 221.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: COORDINATE_ACADEMIC_AWARDS

Description: Coordinate with Curricular Officers and Academic Departments on award recipients, and for official party members. [SORM: 226.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: GRADUATION_COORDINATOR

Name: COORDINATE_ACCREDITATION_PREPS

Description: Coordinate preparation for accreditation visits. [SORM: 286.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: COORDINATE_ALL_BQ_OPERATIONS

Description: Coordinate planning, funding, staffing, maintenance and management of the BQ operations. [SORM: 269.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: COORDINATE_AVIATION_COURSE_GRADE

Description: Coordinate scholastic grading practices and ensure that grades for each student are submitted to the Registrar within the prescribed time limits. [SORM: 229.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: COORDINATE_BUDGETING

Description: Coordinate budgeting, accounting, progress
 reports and statistics, and exercise such internal
 fiscal review and control as may be appropriate.
 [SORM: 216.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COMPTROLLER

Name: COORDINATE_CIV_INST_MGMT EffORTS

Description: Coordinate efforts of the various responsible
 offices at the School in executing responsibilities
 with respect to managing graduate programs at civilian
 institutions. [SORM: 223.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: COORDINATE_CIV_INST_OFFCR_RSRCH

Description: Coordinate approval of Navy officer student
 research at civilian institutions. [SORM: 223.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: COORDINATE_CLASS_GUIDE_PREP

Description: Coordinate the preparation and maintenance of
 classification guides in the command. [SORM:
 243.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COORDINATE_COMMON_SECURITY_ISSUE

Description: Coordinate with the command Staff JAG, ADP, and Security Officer on matters of common concern. [SORM: 243.b.(21)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COORDINATE_COM_ACTIVITY_REVIEW

Description: Coordinate the Commercial Activity review program. [SORM: 216.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: COORDINATE_CONFERENCES

Description: Coordinate and arrange for conferences, symposiums, workshops and other meetings which occur at the School. [SORM: 289.b.(12)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: COORDINATE_COUNSELOR_ACTIVITIES

Description: Coordinate and manage the activities of assigned counselors and volunteers. [SORM: 267.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: COORDINATE_CURRICULA

Description: Coordinate subspecialty curricula with subspecialty primary consultants and sponsors. [SORM: 200.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_PROGRAM_CURRICULA

Subordinates: SUPERVISE_CURRICULAR_TEAMS

Expected Effects:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
GENERIC_RESEARCH_CAPABILITY	create
NPS_PLAN	create
GENERIC_NPS_STUDENT	create
GENERIC_NPS_FACULTY	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
AGREEMENT	create

Name: COORDINATE_CURRICULAR_OFFICES

Description: Responsible for overall internal functions concerning students to include coordination of all curricular offices. [SORM: 222.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_STUDENTS

Name: COORDINATE_DEPARTMENT_ACADEMICS

Description: Coordinate the academic affairs of all departments and groups. [SORM: 103.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: COORDINATE_DIVINE_SERVICES

Description: Coordinate the presentation of Divine Services, rites and ceremonies. [SORM: 266.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: COORDINATE_ELIGIBILITY_EVALS

Description: Coordinate the command program for continuous evaluation of eligibility for access to classified

information or assignment to sensitive duties. [SORM: 243.b.(18)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COORDINATE_EMERG_DESTRUCT_PROCS

Description: Coordinate with the security officer to include emergency destruction procedures in the command's emergency and disaster plan. [SORM: 243.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COORDINATE_ENLISTED_PERF_EVALS

Description: Coordinate preparation and submission of all enlisted performance evaluations. [SORM: 244.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_O4_DIVOS_AND_NPS_ENL

Name: COORDINATE_ENLISTED_WATCHES

Description: Coordinate enlisted personnel watch assignments. [SORM: 244.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_O4_DIVOS_AND_NPS_ENL

Name: COORDINATE_ENL_COLLATERAL_DUTIES

Description: Coordinate enlisted personnel collateral duty assignments. [SORM: 244.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_O4_DIVOS_AND_NPS_ENL

Name: COORDINATE_FACULTY_EMPLOYMENT

Description: Coordinate with the Dean of Faculty and
Graduate Studies on faculty offers of employment.
[SORM: 211.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PLAN_ACADEMIC_AFFAIRS

Name: COORDINATE_FINANCIAL_PLANNING

Description: Coordinate long and short range financial plans
and programs. [SORM: 200.b.(15)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: EXERCISE_BUDGETARY_CONTROL

Name: COORDINATE_FITNESS_ACTIVITIES

Description: Arrange and coordinate recreational activities
and events, including fitness activities. [SORM:
265.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COORDINATE_RECREATIONAL_ACTIVITY

Name: COORDINATE_FOIA_AND_PRIVACY_ACT

Description: Act as Command Freedom of Information Act and
Privacy Act Coordinator pursuant to SECNAVINST 5720.42E
and SECNAVINST 5211.5D. [SORM: 203.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: COORDINATE_FOREIGN_COMMUNITY

Description: Coordinate international student community and
family contacts for use of community facilities.
[SORM: 230.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: DIRECT_INTERNATIONAL_PROGRAMS

Name: COORDINATE_GAO_STUDIES

Description: Coordinate all matters pertaining to General Accounting Office (GAO) studies and surveys at NPS that concern accounting and use of public funds. [SORM: 216.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: COORDINATE_GRADING_PRACTICES

Description: Coordinate grading practices. [SORM: 287.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: COORDINATE_INTRAMURAL_SPORTS_PGM

Description: Arrange and coordinate recreational activities and events, including the intramural sports program. [SORM: 265.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_RECREATIONAL_ACTIVITY

Name: COORDINATE_MANAGEMENT_CONTROL

Description: Evaluate management control systems and implement the Management Control Program. [SORM: 205.a.]

Provide coordination and technical assistance to command managers to ensure that managers assess, design, implement, and enforce management control systems within their areas of responsibility according to the objectives and standards of the Management Control Program of the Navy. [SORM: 205.b.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Subordinates: MAINTAIN_ASSESSABLE_UNIT_LIST
CONDUCT_VULNERABILITY_ASSESSMENT

DEVELOP_ANNUAL_MGMT_CONTROL_PLAN
PROVIDE_VA_AND_MCR_TRAINING
REPORT_VA_AND_MCR_RESULTS
FOLLOW_UP_MCR_WEAKNESSES

Expected Effects:

<u>Entity Type</u>	<u>Expected Actions</u>
GENERIC_BUDGET	create
GENERIC_GUIDANCE	create
NPS_PLAN	create

Name: COORDINATE_MIL_FACULTY_MENTORS

Description: Coordinate the mentor program for military faculty with their respective department or group chair. [SORM: 288.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: COORDINATE_MIL_STAFF_ASSIGNMENTS

Description: Coordinate with the Chief of Naval Operations (N-01) and Bureau of Naval Personnel on assignment of officers to staff and military faculty billets. [SORM: 220.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: COORDINATE_NPS_COLOR_GUARD

Description: Coordinate training and performances of the NPS Color Guard for appropriate command and civic ceremonies. [SORM: 244.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: COORDINATE_PHYSICAL_SECURITY

Description: Coordinate with the Security Officer on physical security measures for protection of classified material. [SORM: 243.b.(9)]

Type: Process
Not Repetitive

Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COORDINATE_PSD_MONTEREY

Description: Act as the command's Personnel Support
Detachment, Monterey Coordinator. [SORM: 245.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_MIL_PERS_SERVCS

Subordinates: LIAISON_WITH_PSD

Name: COORDINATE_PUBLIC_AFFAIRS

Description: Coordinate and administer the public affairs
activities and programs within the command, including
internal, external, and community relations. [SORM:
242.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: ACT_AS_PUBLIC_RELATIONS_Tech_ADV
SUPPORT_USN_PUBLIC_AFFAIRS
SUPPORT_COMMUNITY_RELATIONS

Expected Effects:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
MILITARY_OPS_SUPPORT_CAPABILITY	create
AUTOMATED_INFO_SYSTEM_RESOURCE	create
GENERIC_BUDGET	create
NPS_PLAN	create
NPS_PROGRAM	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
AGREEMENT	create

Name: COORDINATE_PW_PERSONNEL_ACTIONS

Description: Coordinate matters pertaining to personnel
actions. [SORM: 257.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: COORDINATE_RECREATIONAL_ACTIVITY

Description: Arrange and coordinate recreational activities and events, including the intramural sports program, Youth Program, Gymnasium, fitness activities, Sailing Program, Navy Golf Course and Pro Shop. [SORM: 265.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_RECREATION_DIVISION

Subordinates: COORDINATE_INTRAMURAL_SPORTS_PGM
COORDINATE_THE_YOUTH_PROGRAM
COORDINATE_THE_GYMNASIUM
COORDINATE_FITNESS_ACTIVITIES
COORDINATE_THE_SAILING_PROGRAM
SUPERVISE_NAVY_GOLF_COURSE

Name: COORDINATE_RESOURCE_MGMT_ISSUES

Description: Coordinate with the Major Claimant, Resource Sponsor, Comptroller of the Navy, Office of Personnel Management, and Secretary of the Navy for resource management issues. [SORM: 215.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: COORDINATE_SAFETY_PROCUREMENT

Description: Serve as technical authority in the procurement of approved personal protective equipment, and as coordinator for all facets of the personal protection, noise control, and sight conservation programs. [SORM: 202.b.(19)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: COORDINATE_SECURITY_EDUCATION

Description: Formulate and coordinate the command's security education program in accordance with OPNAVINST 5510.1H. [SORM: 243.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COORDINATE_SERVICE_REPS

Description: Responsible for overall internal functions concerning students to include coordination of other service representatives on campus. [SORM: 222.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_STUDENTS

Subordinates: REPRESENT_THE_MARINE_CORPS
REPRESENT_THE_ARMY
REPRESENT_THE_AIR_FORCE

Name: COORDINATE_SHIP_VISIT_REC_PRGMS

Description: Coordinate any (visiting) ship recreational programs, special events, and public affairs activities. [SORM: 242.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ORGANIZE_PORT_VISITS

Name: COORDINATE_SPONSOR_PROGRAM

Description: Coordinate the sponsor program for international students. [SORM: 230.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_INTERNATIONAL_PROGRAMS

Name: COORDINATE_SSO_ACTIVITIES

Description: Coordinate Special Security Office activities with the Security Manager. [SORM: 237.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SCIF

Name: COORDINATE_STUDENT_INPUTS

Description: Coordinate with the Chief of Naval Operations

(N-01) and Bureau of Naval Personnel on student input procedures as required. [SORM: 220.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ACT_AS_STUDENT_RESOURCE_MANAGER

Name: COORDINATE_SUP_ACTION_ITEMS

Description: Coordinate and track action items originated by the Superintendent. [SORM: 204.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE

Name: COORDINATE_TEMPEST_CONTROLS

Description: Coordinate with the ADP officer to ensure that any electrical or electronic processing equipment meets control of compromising emanations (TEMPEST) requirements. [SORM: 243.b.(10)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: COORDINATE_TENANT_WORK_REQUESTS

Description: Coordinate tenant work requests for repairs, modifications, etc., to their assigned quarters. [SORM: 254.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOVT_HOUSING

Name: COORDINATE_THE_GYMNASIUM

Description: Arrange and coordinate recreational activities and events, including the Gymnasium. [SORM: 265.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COORDINATE_RECREATIONAL_ACTIVITY

Name: COORDINATE_THE_SAILING_PROGRAM

Description: Arrange and coordinate recreational activities and events, including the Sailing Program. [SORM: 265.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_RECREATIONAL_ACTIVITY

Name: COORDINATE_THE_YOUTH_PROGRAM

Description: Arrange and coordinate recreational activities and events, including the Youth Program. [SORM: 265.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_RECREATIONAL_ACTIVITY

Name: COORDINATE_TRAINING_REQUESTS

Description: Coordinate internal and external training requests concerned with meeting FSC requirements of the command and higher authority. [SORM: 267.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: COORDINATE_USMC_EDUCATION

Description: Assist and coordinate education/training conducted for Marines and Marine Corps civilians at the Naval Postgraduate School. [SORM: 231.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: COORDINATE_USN_OFFICER_RESEARCH

Description: Coordinate and approve Navy student officer research at NPS and civilian institutions. [SORM: 200.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: COORDINATE_WITH_NETSAFA

Description: Coordinate with NETSAFA for matters related to pricing of international student tuition income. [SORM: 216.b.(17)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: COORD_FOREIGN_STDNT_ORIENTATION

Description: Coordinate the planning and direction of the international student orientation course with the Department of National Security Affairs. [SORM: 230.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_INTERNATIONAL_PROGRAMS

Name: COORD_INTERNATIONAL_PRGMS_OFFICE

Description: Responsible for overall internal functions concerning students to include coordination of the International Programs Office. [SORM: 222.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_STUDENTS

Name: COORD_MIL_FACULTY_MTG_ATTENDANCE

Description: Coordinate attendance of military faculty at NPS orientation, Navy workshops, and other military training and meetings. [SORM: 288.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: COORD_NPS_COMMUNITY_SRVC_USE

Description: Provide assistance and supervision in the coordination of the use of NPS facilities for community

service programs. [SORM: 265.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_RECREATION_DIVISION

Name: COORD_REQS_FOR_FACULTY_AWARD

Description: Coordinate requirements for the Schieffelin and
 Griffen Faculty Awards. [SORM: 289.b.(12)(e)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: COORD_SUBSPECIALTY_CURRICULA

Description: Coordinate subspecialty curricula with
 subspecialty primary consultants and sponsors. [SORM:
 223.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: COORD_TENANT_PHYS_SEC_REQMTS

Description: Coordinate requirements of tenant activities
 and ensure that those requirements are entered in
 applicable host-tenant agreements and
 inter/intra-service support agreements. [SORM:
 262.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: COUNSEL_ARMY_STUDENTS

Description: Counsel and provide guidance to Army officer
 students and faculty on professional and academic
 matters. [SORM: 232.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: REPRESENT_THE_ARMY

Name: COUNSEL_OFFICERS_ON_AEP

Description: Counsel naval officers regarding graduate education. Screen all applicants for the Advanced Education Program (AEP) for P-code applicability and assist officers in developing programs which will satisfy the requirements of the subspecialty. [SORM: 223.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: COUNSEL_USAF_STUDENTS

Description: Counsel and provide guidance to Air Force officer students and faculty on professional and academic matters. [SORM: 233.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_AIR_FORCE

Name: COUNSEL_USMC_OFFICERS

Description: Counsel and provide guidance to USMC officer students on Marine Corps matters. [SORM: 231.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: CURRICULAR_OFFICER_PROGRAM_DUTY

Description:

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Subordinates: UPDATE_CURRICULA_IN_LIAISON
MAINTAIN_CURRICULA_IN_LIAISON
DEVELOP_CURRICULA_IN_LIAISON

Name: CURRIC_OFFICER_SUPERVISION_DUTY

Description: Provide military supervision for officer students, and administrative supervision for officer

and civilian students in their curricula. Function in liaison with Academic Associates to develop, maintain, and update curricula to accommodate the needs and academic requirements of the Navy and the Department of Defense, and ensure students develop programs in accordance with applicable guidelines. [SORM: 235.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Subordinates: PROVIDE_MILITARY_SUPERVISION
 PROVIDE_ADMIN_SUPERVISION
 ADMINISTER_CURRICULAR_OFFICE
 MANAGE_CURRIC_OFFICE_RESOURCES
 PREPARE_CURRIC_OFFICE_BUDGET
 ASSIGNED_LIAISON_WITH_MIL_FCULTY

Name: CURRIC_TEAM_STUDENT_SUPERVISION

Description: Support the School's mission by developing, maintaining, and updating curricula to accommodate the needs and academic requirements of the Navy and the Department of Defense. Provide supervision to students in the development of their academic programs. [SORM: 236.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_STUDENTS

Subordinates: REVIEW_STUDENT_ACADEMIC_RECORDS
 DEVELOP_STUDENT_PRGM_OF_STUDY
 EVALUATE_STUDENT_ACADEMIC_QUALS
 ENSURE_CRSE_SELECT_PER_POLICY
 SELECT_PRGMS_PER_NAVY_POLICY
 VALIDATE_PRIOR_ACADEMIC_PERF
 VERIFY_STUDENT_PROGRAM_RIGOR
 PERIODICALLY_RVW_ACADEMIC_PERF
 DIRECT_STUDENT_PRGM_CHANGES
 DIRECT_INTELCURRICULAR_TRANSFERS
 CURRIC_OFFICER_SUPERVISION_DUTY

Name: DESIGN_SYSTEMS

Description: Participate in and direct other system analysts in the actual design of systems. [SORM: 213.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_INSTITUTIONAL_RESEARCH

Name: DETERMINE_AND_PROCURE_PW_ADP

Description: Determine and procure (Public Works) departmental computer equipment, peripherals, furniture, and ADP supply needs. [SORM: 260.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: DETERMINE_FINANCIAL_REPROGRAM

Description: Compare program performance with the financial plan, analyze variances, and determine where financial reprogramming may be required. [SORM: 216.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: DETERMINE_LEGAL_JURISDICTION_MAP

Description: Determine, in accordance with the Staff Legal Officer and the Facilities Engineer, legal legislative jurisdiction of all areas (main campus, La Mesa housing area, beach front, golf course, and Annex), and maintain an installation map depicting precise jurisdictional boundaries. [SORM: 262.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: DETERMINE_NEED_FOR_ENG_ADVICE

Description: Determine the need for maintenance engineering advice and assistance. [SORM: 258.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: DETERMINE_NPS_AV_REQUIREMENTS

Description: Determine audiovisual equipment and material requirements for NPS and arrange for their acquisition. [SORM: 228.b.(1)]

Type: Process

Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: DETERMINE_PW_MIS_APP_NEEDS

Description: Determine (Public Works) departmental need for computer applications through observation, requests for assistance, or management direction. [SORM: 260.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: DETERMINE_RESOURCE_REQUIREMENTS

Description: Determine resource requirements by analyzing needs. [SORM: 215.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: DETERMINE_RESTRICTED_AREA_BOUNDS

Description: Determine boundaries and establish perimeters of restricted areas. [SORM: 262.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: DEVELOP_ACADEMIC_PRGM_RSRC_PLAN

Description: Develop plans for resources needed to support the education program. [SORM: 287.b.(17)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: DEVELOP_AEPP_AND_FEOPP

Description: Develop the Affirmative Employment Program Plan and the Federal Equal Opportunity Program Plan, and recommend changes based on consultation or input from activity line and staff officials. [SORM: 206.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: DEVELOP_AND_MAINTAIN_ADP_ARCH

Description: Develop and maintain ADP standard and
 architectural systems. [SORM: 260.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: DEVELOP_ANNUAL_MGMT_CONTROL_PLAN

Description: Develop a Management Control review Plan every
 calendar year in accordance with OPNAVINST 5200.25C and
 SECNAVINST 5200.35C. [SORM: 205.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COORDINATE_MANAGEMENT_CONTROL

Name: DEVELOP_BUDGET_MGMT_REPORTS

Description: Participate in and direct other analysts in the
 development of management reports. [SORM: 212.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_BUDGET_OFFICE

Name: DEVELOP_BUDGET_TRACKING_SYSTEMS

Description: Plan, prioritize, and direct the development of
 tracking systems for the academic budget. [SORM:
 212.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_BUDGET_OFFICE

Name: DEVELOP_CLASSIFIED_DOCS_AND_PUBS

Description: Develop documents and other classified

publications. [SORM: 277.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OPERATE_CLASSIFIED_MATERIALS_DIV

Name: DEVELOP_CURRICULAR_PROGRAMS

Description: Plan, develop, and evaluate curricular programs, including those conducted at civilian institutions as specified by the Chief of Naval Operations. [SORM: 220.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_ALL_PROGRAM_CURRICULA

Subordinates: FORMULATE_CURRICULA_CONTENT

Name: DEVELOP_CURRICULA_IN_LIAISON

Description: Function in liaison with the Academic Associates to develop curricula to accommodate the needs and academic requirements of the Navy and the Department of Defense. [SORM: 235.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CURRICULAR_OFFICER_PROGRAM_DUTY

Name: DEVELOP_EMPLOYEES

Description: Conduct annual training needs survey; administer annual training program, counsel and enroll employees in correspondence course; arrange employee attendance for external training; coordinate on-site training programs; document training; originate and submit required reports. [SORM: 217.b.(11)(e)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_8_HRO_FUNCTIONS

Name: DEVELOP_FINANCIAL_PLANNING

Description: Develop long and short range financial plans and programs. [SORM: 200.b.(15)]

Type: Process

Not Repetitive
Online implementation suggested

Subordinate of: EXERCISE_BUDGETARY_CONTROL

Name: DEVELOP_FINANCIAL_PLANS

Description: Translate program requirements into the
required financial plan. [SORM: 216.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: DEVELOP_HRO_STAFF_AND_TRAIN_ALL

Description: Develop a technically competent personnel staff
to advise, assist, and train all managers and
supervisors to carry out their human resources
management responsibilities. [SORM: 217.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: DEVELOP_INFORMATION_DATABASES

Description: Develop information data bases for personnel,
students and resources. [SORM: 213.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_INSTITUTIONAL_RESEARCH

Name: DEVELOP_INSPECTION_STANDARDS

Description: Develop inspection standards and practices.
[SORM: 258.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: DEVELOP_LIBRARY_COLLECTIONS

Description: Develop the Library's collections through the
acquisition of materials designed to support the
curricular and research programs of the school. [SORM:

277.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Name: DEVELOP_LOGISTICS_SUPPORT_PLAN

Description: Develop a Logistics Support and Mobilization
 Plan. [SORM: 200.b.(20)]

Type: Process
 Repetitive
 Online implementation suggested

Subordinate of: COORDINATE_SUBAREA_SIX

Name: DEVELOP_NPS_POM_INPUTS

Description: Develop NPS inputs to the Navy's POM. [SORM:
 216.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COMPTROLLER

Name: DEVELOP_PREVENTION_PROGRAMS

Description: Develop accident prevention and loss control
 measures and programs. [SORM: 202.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: DEVELOP_REQUESTED_REPORTS

Description: Develop reports as requested by management.
 [SORM: 213.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_INSTITUTIONAL_RESEARCH

Name: DEVELOP_SECURITY_DIRECTIVES

Description: Develop written security orders and/or
 directives to cover all phases of security operations.

[SORM: 262.b.(11)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: DEVELOP_SECURITY_PROCEDURES

Description: Develop written command information and
 personnel security procedures. [SORM: 243.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: DEVELOP_SERVICE_CONTRACT_QA_PRGM

Description: Develop quality assurance (QA) inspection
 programs for each of the different types of service
 contracts (janitorial, grounds, fire systems, tree
 removal and trimming, refuse removal, and pest
 control). [SORM: 256.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Name: DEVELOP_SHORT_COURSES

Description: Supervise development and conduct of short
 courses at the School. [SORM: 280.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: DEVELOP_STAFF_AND_FACULTY_BUDGET

Description: Develop faculty and staff budgets, including
 establishment of recruitment ceilings, in coordination
 with the Dean of Faculty and Graduate Studies and the
 Academic Department and Group Chairperson. [SORM:
 211.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PLAN_ACADEMIC_AFFAIRS

Name: DEVELOP_STUDENT_PRGM_OF_STUDY

Description: In consultation with each student and based on his/her academic background, develop a program of study within the framework of the standard curricula. [SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: DIRECTOR_EDUCATIONAL_MEDIA

Description:

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PROGRAMS_AND_PLANS

Subordinates: PROVIDE_AV_LIAISON_WITHIN_DOD
ATTEND_AV_CONFERENCES
ARRANGE_AV_DEMOS_AND_DISPLAYS
DETERMINE_NPS_AV_REQUIREMENTS
PREPARE_AV_REPORTS
LIAISON_WITH_DPPSO
ACT_AS_NPS_PRINT_COORDINATOR
ACT_AS_NPS_PHOTOGRAPHIC_OFFICER
PROVIDE_AV_ASSISTANCE_TO_FACULTY
CONDUCT_AV_TRAINING_SEMINARS
DISSEMINATE_NEW_AV_INFO
PRODUCE_VISUAL_INFORMATION
PROVIDE_GRAPHIC_SUPPORT
PROVIDE_PHOTOGRAPHIC_SERVICES
PROVIDE_COPYING_EQUIPMENT
MAINTAIN_AV_CUSTODY
PREPARE_AV_BUDGET

Name: DIRECT_CIVILIAN_INSTITUTION_PRGM

Description: Manage Navy education at civilian institutions, including: establishing liaison with universities; monitoring academic programs in relation to Navy needs; examining the location of study with a view towards possible economies; and monitoring officer student progress, [SORM: 223.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CIV_INSTRUCTION_PRGMS

Subordinates: MANAGE_OFFCR_IN_CIV_INSTITUTIONS

COORDINATE_CIV_INST_OFFCR_RSRCH
 MAINTAIN_PRGM_OBJ_AND_SKIL_RQMTS
 MANAGE_ASSIGNED_03_RESOURCES
 COORDINATE_CIV_INST_MGMT_EFFORTS
 COORD_SUBSPECIALTY_CURRICULA
 MAKE_CIV_INST_CURRIC_RECS
 COUNSEL_OFFICERS_ON_AEP
 SCREEN_PHD_PROGRAM_CANDIDATES
 SIGN_CIV_INST_BY_DIRECTION
 SUBMIT_CIV_INST_BUDGETS

Expected Effects:

Entity Type	Expected Actions
AUTOMATED_INFO_SYSTEM_RESOURCE	create
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
GENERIC_RESEARCH_CAPABILITY	create
NPS_PLAN	create
ORGANIZATION	create
NPS_PROGRAM	create
LOCATION	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
AGREEMENT	create

Name: DIRECT_INTERCURRICULAR_TRANSFERS

Description: Direct student intercurricular transfers when necessary, within the limitations of curricular quotas, military service policies, and academic feasibility. [SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: DIRECT_INTERNATIONAL_PROGRAMS

Description: Ensure, to the greatest extent possible, the academic, social, and physical adjustment of international officers and their families to the official and informal life of NPS and the United States of America. [SORM: 230.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: PROVIDE_INFO_TO_FOREIGN_STUDENT
SUBMIT_FOREIGN_STUDENT_PRGM_RPTS
BRIEF_FOREIGN_VISITORS
COORD_FOREIGN_STDNT_ORIENTATION
ADMINISTER_INFORMATIONAL_PRGM
PREPARE_IP_BUDGET

COORDINATE_FOREIGN_COMMUNITY
 OVERSEE_FOREIGN_ACTIVITIES
 PROVIDE_INS_AND_VISA_GUIDANCE
 ASSIGN_FOREIGN_STUDENT_GREETERS
 HELP_FOREIGN_STUDENT_CHECKIN
 SUPPORT_FOREIGN_STUDENTS_IN_CURR
 COORDINATE_SPONSOR_PROGRAM

Expected Effects:

Entity Type	Expected Actions
AUTOMATED_INFO_SYSTEM_RESOURCE	create
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
ORGANIZATION	read
GENERIC_NPS_STAFF	read
GENERIC_NPS_FACULTY	read
NPS_PLAN	create
GENERIC_NPS_STUDENT	create
NPS_PROGRAM	create
LOCATION	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
FACILITY	create
AGREEMENT	create

Name: DIRECT_MIS_NEED_STUDIES

Description: Direct studies to determine needs and requirements of departments for MIS. [SORM: 278.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: DIRECT_STUDENT_PRGM_CHANGES

Description: Direct student program changes when necessary, within the limitations of curricular quotas, military service policies, and academic feasibility. [SORM: 236.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: DISSEMINATE_NEW_AV_INFO

Description: Disseminate information on new and improved equipment and uses of media. [SORM: 228.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: DIST_QTRLY_TRANSCRIPTS

Description: Distribute quarterly transcripts of academic records to cognizant agencies and representatives as authorized. [SORM: 282.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: DRAFT_CONVENING_ORDERS

Description: Draft orders convening courts-martial and appointing letters of officers assigned to conduct JAG Manual investigations. [SORM: 203.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: EDUCATE_AUTHORIZED_OFFICERS

Description: Educate other authorized U.S. and allied military officers consistent with the requirements of the individual services, the Department of Defense (DoD), and foreign governments, and within available resources. [SORM: 200.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_MILITARY_OFFICERS

Expected Effects:

Entity Type	Expected Actions
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
NPS_PLAN	create
ORGANIZATION	create
GENERIC_NPS_STUDENT	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
GENERIC_NPS_FACULTY	create
LOCATION	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
FACILITY	create
AGREEMENT	create
ACADEMIC_DEPT_OR_GROUP	create

Name: EDUCATE_CIVILIAN_PERSONNEL

Description: Educate civilian personnel within the U.S.
Government consistent with their sponsoring
organizational needs and within available resources.
[SORM: 200.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_INSTRUCTION_TO_STUDENTS

Expected Effects:

Entity Type	Expected Actions
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
ACADEMIC_DEPT_OR_GROUP	create
AGREEMENT	create
FACILITY	create
GENERIC_FUND	create
GENERIC_GUIDANCE	create
LOCATION	create
GENERIC_NPS_FACULTY	create
GENERIC_NPS_STUDENT	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
ORGANIZATION	create
NPS_PLAN	create

Name: EDUCATE_MILITARY_OFFICERS

Description:

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_INSTRUCTION_TO_STUDENTS

Subordinates: EDUCATE_USN_OFFICERS
EDUCATE_AUTHORIZED_OFFICERS

Name: EDUCATE_USN_OFFICERS

Description: Educate commissioned U.S. Naval officers for
assignment to validated billets in the Navy's
subspecialty system. [SORM: 200.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_MILITARY_OFFICERS

Subordinates: PROVIDE_ACADEMIC_COUNSELING

PROVIDE_ACADEMIC_ADVICE
 ENSURE_EDUCATION_PER_MERS
 SUPERVISE_OFFICERS_AT_CIV_SCHOOL
 COORDINATE_USN_OFFICER_RESEARCH
 ENSURE_RESEARCH_RELEVANCY
 LIAISON_WITH_BUPERS
 REPORT_EDUCATIONAL_ACHIEVEMENTS
 MAINTAIN_OFFICER_ACADEMIC_RECORD

Expected Effects:

Entity Type	Expected Actions
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
NPS_ORGANIZATIONAL_CODE	create
ACADEMIC_DEPT_OR_GROUP	create
AGREEMENT	create
FACILITY	create
GENERIC_FUND	create
GENERIC_GUIDANCE	create
LOCATION	create
GENERIC_NPS_FACULTY	create
GENERIC_NPS_STUDENT	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
ORGANIZATION	create
NPS_PLAN	create

Name: ENFORCE_BQ_RULES_AND_REGS

Description: Ensure that BQ rules and regulations are followed and enforced. [SORM: 269.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: ENGAGE_IN_OTHER_RESEARCH

Description: Engage in research as may be requested or directed by higher authority. [SORM: 200.b.(23)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: ENSURE_CONTRACT_REG_COMPLIANCE

Description: Ensure compliance of all contracting actions with statutory and regulatory requirements. [SORM: 247.b.(2)]

Type: Process
 Not Repetitive

Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: ENSURE_CONTRCT_COMPLY_WITH_REGS

Description: Ensure all contractual documentation complies
with statutory and regulatory requirements. [SORM:
249.b.(4)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PROCUREMENT_CONTRCT_SRVC

Name: ENSURE_CRSE_SELECT_PER_POLICY

Description: Ensure that the [Student's] selection and
sequencing of courses is per sound academic practice.
[SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: ENSURE_CURRICULA_STANDARDS

Description: Ensure that all curricula meet the needs of
their sponsors and meet degree accreditation standards.
[SORM: 210.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REVIEW_EDUCATIONAL_AREAS

Name: ENSURE_CURRIC_CONSISTENCY

Description: Coordinate with the cognizant Department Chair
to ensure that the curriculum is consistent with the
degree requirements established by the department and
approved by the Academic Council. [SORM: 236.b.(2)(a)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: ENSURE_CURRIC_MEETS_DEGREE_REQMT

Description: Ensure that each program's curriculum meets

degree requirements. [SORM: 236.b.(2)(a)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: ENSURE_CURRIC_MEETS_PROF_REQMTS

Description: Ensure the curriculum meets the professional
 requirements of the Navy and other services. [SORM:
 236.b.(2)(a)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: ENSURE_EDUCATION_PER_MERS

Description: Ensure U.S. Naval officers are educated in
 support of the subspecialty program, both in content
 and quality, per validated Military Educational
 Requirements (MER). [SORM:200.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: ENSURE_EEO_OBJECTIVES_MET

Description: Ensure Equal Employment Opportunity (EEO)
 objectives are met. [SORM: 206.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: ENSURE_ENVIRONMENTAL_COMPLIANCE

Description: Be responsible for environmental compliance
 matters, performing assigned duties per the technical
 standards promulgated by the Naval Facilities
 Engineering Command and the Geographical Engineering
 Field Division. [SORM: 251.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: ENSURE_PROC_COMPLY_WITH_DIRS

Description: Interpret and ensure the establishment or
modification of procedures to comply with directives.
[SORM: 248.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Name: ENSURE_RESEARCH_RELEVANCY

Description: Ensure that student research is relevant to
Navy requirements. [SORM: 200.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: ENSURE_SAFETY_COMPLIANCE

Description: Ensure compliance with applicable instructions
and procedures. [SORM: 202.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: ENSURE_SSO_VISITOR_CONTROL

Description: Ensure security control over visits to and from
the command in Special Security Office matters. [SORM:
237.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SCIF

Name: ESTABLISH_ACCESS_BARRIERS

Description: Determine and recommend establishment of
barriers and point of ingress and egress. [SORM:
262.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ESTABLISH_SAFETY_GOALS

Description: Establish written goals and objectives for the School's S&OH Program and evaluate program performance. [SORM: 202.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: ESTABLISH_STANDARD_CURRICULA

Description: Establish and keep current appropriate standard curricula. [SORM: 236.b.(2)(a)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: ESTIMATE_JOB_MANPOWER_AND_MATLS

Description: Determine manpower and materials estimates for jobs. [SORM: 256.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Name: EST_MEN_AND_MATERIAL_FOR_JOBS

Description: Perform manpower and materials estimates for job orders. [SORM: 258.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: EVALUATE_ANTI_TERRORISM_PRGM

Description: Determine the adequacy of the command's anti-terrorism program, identify those areas in which improvements are required, and provide recommendations for such improvements to the Superintendent. [SORM: 262.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: EVALUATE_AVIATION_COURSES

Description: Ensure that courses are presented effectively
 and per the approved syllabus. [SORM: 229.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: EVALUATE_AVIATION_INSTRUCTORS

Description: Provide professional evaluation of instructors.
 [SORM: 229.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: EVALUATE_CIVILIAN_INJURY_CLAIMS

Description: Provide data, as appropriate, for the
 evaluation of injury compensation claims submitted to
 the Civilian Personnel Office. [SORM: 202.b.(21)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: EVALUATE_COURSE_INSTRUCTION

Description: Evaluate instruction within their
 department/group to ensure that each course is
 presented effectively and per the approved syllabus.
 [SORM: 287.b.(14)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: EVALUATE_HRO_EFFECTIVENESS

Description: Evaluate the effectiveness and efficiency of

human resources programs at all levels of the organization, and provide the information needed to evaluate the effectiveness with which managers and supervisors are carrying out human resources program policy and requirements. [SORM: 217.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: EVALUATE_LOSS_PREVENTION_PRGM

Description: Determine the adequacy of the command's loss prevention program, identify those areas in which improvements are required, and provide recommendations for such improvements to the Superintendent. [SORM: 262.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: EVALUATE_NEW_IDEAS_AND_TECHNIQUE

Description: Study and evaluate new ideas, techniques, and practices in industrial methods and processes for possible application to the substantive work programs of the Public Works Department in conjunction with engineering performance standards programs. [SORM: 258.b.(9)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: EVALUATE_PHYSICAL_SECURITY_PRGM

Description: Determine the adequacy of the command's physical security program, identify those areas in which improvements are required, and provide recommendations for such improvements to the Superintendent. [SORM: 262.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: EVALUATE_PW_DEPT_CONTROL_REPORTS

Description: Evaluate and disseminate control reports.
[SORM: 257.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: EVALUATE_STAFF_PERFORMANCE

Description: Provide professional evaluation of and
recommended performance ratings of staff personnel.
[SORM: 287.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: EVALUATE_STUDENT_ACADEMIC_QUALS

Description: Evaluate student academic qualifications for
pursuing a specific sequence of study. [SORM:
236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: EVAL_CONTRACT_SCOPE_AND_PERF

Description: Evaluate (contract) performance for needed
changes in scope for future use, and request
recommended changes to the Public Works Officer.
[SORM: 256.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Name: EVAL_MIL_FAC_PROF_DEVELOP_PLANS

Description: Evaluate military faculty professional
development plans for completeness and quality. [SORM:
288.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: EVAL_SERVICE_CONTRACT_INVOICE

Description: Evaluate invoices for correctness and compare against service reported each month, or at completion of job, to determine if the contractor has provided services being invoiced. [SORM: 256.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Name: EXECUTE_MANAGING_TO_PAYROLL

Description: Be responsible for Managing to Payroll plans, executions, and controls. Prepare monthly and annual reports to the Major Claimant. [SORM: 216.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: EXEC_ADP_SECURITY_TRAINING_PRGM

Description: Execute the command ADP Security Training Program. [SORM: 279.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADP_SECURITY_PROGRAM

Name: EXERCISE_NPS_RESPONSIBILITIES

Description: Exercise full line responsibilities under the Superintendent for all Naval Postgraduate School functions other than those involving military operations and logistics, and naval area coordination. In the absence of the Superintendent, act on all school matters not reserved by law or regulation to the next senior Naval officer of the command. [SORM: 210.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_ACADEMIC_PROGRAMS

Subordinates: CHAIR_NPS_PLANNING_BOARD
SIGN_ACADEMIC_BY_DIRECTION

Name: EXERCISE_SAFETY_CONTROL

Description: Exercise control over the safety of personnel,
including the safe operation of all machinery,
equipment, and materials. [SORM: 287.b.(19)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: FACILITATE_FREE_EX_OF_RELIGION

Description: Facilitate the free exercise of religion for
all. [SORM: 266.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: FACILITATE_MEDIA_HANDOUTS

Description: Facilitate the preparation, clearance, and
transmittal of copy originated within the command for
media representatives, upon request. [SORM:
242.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: FACILITATE_PHYS_SEC_REVW_COM

Description: Serve as facilitator of, and be responsible
for, minutes and records of the NPS Physical Security
Review Committee. [SORM: 262.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: FINANCIALLY_CONTROL_JOB_ORDERS

Description: Exercise financial control of job orders.
[SORM: 257.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: FOLLOW_UP_MCR_WEAKNESSES

Description: Ensure that corrective actions of material weaknesses identified during Material Control reviews (MCR) are accomplished, with info copies provided to the Chief of Naval Operations (CNO). [SORM: 205.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_MANAGEMENT_CONTROL

Name: FORMULATE_ACADEMIC_POLICIES

Description: Formulate and implement academic policies consistent with accreditation standards. [SORM: 210.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: FORMULATE_CURRICULA_CONTENT

Description: Formulate curricula content along with educational resources to most effectively serve the curricula. [SORM: 200.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DEVELOP_CURRICULAR_PROGRAMS

Expected Effects:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
NPS_PLAN	create
NPS_PROGRAM	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
FACILITY	create
AGREEMENT	create

Name: FORMULATE_NPS_BUDGET

Description: Formulate the NPS budget. [SORM: 216.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: FOSTER_FACULTY_PARTICIPATION

Description: Foster faculty participation in the development of new courses and programs. [SORM: 236.b.(2)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: FOSTER_SAFETY_AWARENESS

Description: Foster personal safety awareness at all levels of the School through appropriate promotional methods and channels of communication. [SORM: 202.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: GRADUATION_COORDINATOR

Description:

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PROGRAMS_AND_PLANS

Subordinates: SCHEDULE_GRADUATION
COORDINATE_ACADEMIC_AWARDS
ORGANIZE_GRADUATION_REHEARSAL
MONITOR_BIENNIAL_CURRIC_REVIEWS
SUPPORT_VISITING_SPONSORS
ACT_AS_CODE_03_SUPPLY_REP
ROUTE_AND_FILE_CODE_03_MESSAGES

Name: HANDLE_ADMISSIONS_CORRESPONDENCE

Description: Handle external correspondence dealing with admissions requirements, procedures, and counseling. [SORM: 285.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ADMISSION_RCRD_PROCESS

Name: HANDLE_DEPT_FUNDING_PROPOSAL

Description: Handle all proposals for funding in the academic departments (reimbursable research and academic support including short courses, conferences and curriculum development). [SORM: 289.b.(11)(c)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: HELP_CURRIC_RVWS_OF_CIV_INST_PRG

Description: Participate in curricular reviews of civilian institution fully funded graduate education programs in coordination with the Dean of Students and Director of Programs. [SORM: 287.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: HELP_DEVELOP_NEW_CURRICULA

Description: Participate with the Dean of Students and Director of Programs in the development of new curricula. [SORM: 286.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: HELP_DEVELOP_RESEARCH_PROGRAMS

Description: Together with the Dean of Research, plan and encourage the development of research programs. [SORM: 286.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: HELP_FOREIGN_STUDENT_CHECKIN

Description: Prepare necessary paperwork for NPS check-in/out. [SORM: 230.b.(9)]

Type: Process
Not Repetitive

Online implementation suggested

Subordinate of: DIRECT_INTERNATIONAL_PROGRAMS

Name: HELP_MAKE_DISASTER_RECOV_POLICY

Description: Participate in Command Disaster Recovery and Contingency Planning policy development and program implementation. [SORM: 279.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADP_SECURITY_PROGRAM

Name: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Description: Function as an assistant (to the Director of Military Operations) in the provision of non-academic services and support to the command and in the management of the Military Operations Directorate. [SORM: 241.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: CHAIR_SPACE_ALLOCATION_COMMITTEE
SERVE_AS_SENIOR_WATCH_OFFICER
ACT_AS_NFCU_LIAISON_OFFICER
LIAISON_WITH_NTCC
LIAISON_WITH_DENTAL
LIAISON_WITH_NAVMEDADMIN
PROVIDE_FUNERAL_DETAILS_UPON_REQ
MANAGE_MAA_FORCE
COORDINATE_NPS_COLOR_GUARD
SUPERVISE_COMMAND_URINALYSIS

Expected Effects:

Entity Type	Expected Actions
GENERIC_BUDGET	create
GENERIC_GUIDANCE	create
	read
GENERIC_NPS_STUDENT	read
GENERIC_NPS_STAFF	read
TENANT_COMMAND	read
NPS_PLAN	create
LOCATION	create
FACILITY	create

Name: HELP_SELECT_AND_TRAIN_FACULTY

Description: Participate in faculty selection, orientation, and development, including military faculty. [SORM:

280.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: HRO_DIRECTOR

Description:

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Subordinates: PROVIDE_HUMAN_RESOURCE_SERVICES
 RELATE_POLICY_AND_MANNING_NEEDS
 MAINTAIN_MANNING_INFO_SYSTEM
 PRODUCE_EFFECTIVE_MANNING_PRGMS
 DEVELOP_HRO_STAFF_AND_TRAIN_ALL
 COMMUNICATE_HRO_GOALS
 EVALUATE_HRO_EFFECTIVENESS
 CONDUCT_HRO_PLANNING
 PREPARE_HRO_BUDGETS
 SIGN_HRO_BY_DIRECTION
 PROVIDE_HUMAN_GOALS_TRAINING
 MAINTAIN_EEO_PROGRAM
 SUPERVISE_8_HRO_FUNCTIONS

Name: IDENTIFY_HOUSING_FACILITIES_REQS

Description: Identify housing facilities requirements, and
 the means for meeting possible deficiencies. [SORM:
 254.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOV'T_HOUSING

Name: ID_PROP_TO_BE_PROTECTED

Description: Identify the real property, structures, and
 assets, by priority, to be protected. [SORM:
 262.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ID_RESRCS_TO_IMPLEMENT_PHYS_SEC

Description: Determine and identify the necessary resources to implement effective Physical Security and Loss Prevention Programs. [SORM: 262.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: ID_RESTRICTED_AREAS_AND_DESIG

Description: Identify restricted areas and ensure such areas are properly designated. [SORM: 262.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: IMPLEMENT_CODE_03_ADMIN

Description: Monitor and implement all administrative matters for the Students and Programs Directorate. [SORM: 225.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: IMPLEMENT_EEO_POLICIES

Description: Interpret and locally implement Equal Employment Opportunity (EEO) policies. [SORM: 206.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAINTAIN_EEO_PROGRAM

Subordinates: PROVIDE_EEO_POLICY_LEADERSHIP
PARTICIPATE_IN_EEO_DEVELOPMENT
DEVELOP_AEPP_AND_FEOPP
VERIFY_EEO_COMPLIANCE
MANAGE_DISCRIMINATION_COMPLAINTS
SELECT_EEO_PERSONNEL
ENSURE_EEO_OBJECTIVES_MET
PREPARE_EEO_BUDGET
SIGN_EEO_BY_DIRECTION
SERVE_AS_EEO_REPRESENTATIVE

Name: IMPLEMENT_HAZARD_REPORTING

Description: Implement a hazard reporting system that provides employees with a method of reporting unsafe or unhealthful working conditions. [SORM: 202.b.(18)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: IMPLEMENT_RESEARCH_ADMIN_POLICY

Description: Implement policies governing administration of research at NPS. [SORM: 289.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: IMPLEMENT_RESEARCH_QA_MONITOR

Description: Develop and implement an effective program to maintain and monitor high research quality. [SORM: 289.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: IMPLEMENT_SAFETY_REQUIREMENTS

Description: Ensure that safety and occupational health requirements are identified and implemented into all workplace operations, planning, and design efforts. [SORM: 202.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: IMPLEMENT_SCHOOL_WIDE_IRM_POLICY

Description: Implement policies regarding school-wide computing and information services. [SORM: 275.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: IMPLEMENT_STAFF_DEVELOPMENT_PRGM

Description: Develop and implement personnel development programs for all staff members assigned to the department. [SORM: 286.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: IMPLEMENT_WORKPLACE_MONITORING

Description: Implements the workplace monitoring (industrial hygiene) program. [SORM: 202.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: IMPROVE_SAFETY_PROGRAMS

Description: Initiate program improvement actions as a result of casual factor studies and analysis. [SORM: 202.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: IMPROVE_TEACHING_AND_INSTRUCTION

Description: Ensure all teaching and instruction at the School are improved on a continuing basis. [SORM: 280.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: INFORM_ALL_AUDIENCES_ABOUT_NPS

Description: Actively keep the public, Navy, and national audiences informed of NPS activities, accomplishments, and contributions to the mission of the Navy and the Department of Defense. [SORM: 242.b.(4)]

Type: Process

Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_COMMUNITY_RELATIONS

Subordinates: STIMULATE_PUBLIC_INTEREST_IN_NPS
PREPARE_NEWS_RELEASES
FACILITATE_MEDIA_HANDOUTS
ARRANGE_PRESS_INTERVIEWS
ANSWER_MEDIA_QUERIES
ANSWER_GENERAL_PUBLIC_QUERIES
MAINTAIN_SPEAKERS_BUREAU
OPERATE_NPS_HISTORICAL_EXHIBIT
PRODUCE_COMMAND_NEWSPAPER
LIAISON_WITH_THE_CLASSMATE_ED

Name: INFORM_PAO_OF_RELIGIOUS_ACTIVITY

Description: Keep the Public Affairs Officer informed of
religious activities of public interest. [SORM:
266.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: INSPECT_FACILITIES_ANNUALLY

Description: Perform annual inspection of facilities and
maintain records throughout the year for preparation of
Annual Inspection Summary (AIS). [SORM: 258.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: INSTALL_AND_TEST_TELEPHONE_COMPS

Description: Install telephone system components, re-wire
equipment, hook up power sources, and test installed
systems. [SORM: 261.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAINTAIN_NPS_TELEPHONE_SYSTEMS

Name: INSTALL_TELEPHONE_EQUIP_AND_WIRE

Description: Rearrange, move, and install telephone
equipment, wiring, and cable. [SORM: 261.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MAINTAIN_NPS_TELEPHONE_SYSTEMS

Name: INSTRUCT_AVIATION_SAFETY

Description: Conduct aviation safety instruction which will
 qualify graduates to serve in squadron designated
 Aviation Safety Officer billets. [SORM: 200.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: INTEGRATE_BQ_REQMTS_INTO_PLANS

Description: Ensure that the BQ requirements are integrated
 into the Naval Postgraduate School maintenance plan.
 [SORM: 269.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: INVENTORY_PERSONAL_EFFECTS

Description: Act as the Inventory of Personal Effects
 Officer in cases of missing, deceased, or seriously ill
 personnel. [SORM: 248.b.(7)(b)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_THE_PERSONAL_PROP_PRGM

Name: INVESTIGATE_GOVT_LOSS_CLAIMS

Description: Investigate claims for loss or damage to
 shipments, vehicles, or goods on Government property.
 Report findings to the Staff Judge Advocate as
 adjudicating authority. [SORM: 248.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Name: INVESTIGATE_NEW_INFO_SCIENCES

Description: Investigate new or impending processes in the field of information science with a view toward their eventual importation into the Dudley Knox Library. [SORM: 277.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Name: JUSTIFY_FUNDING_SPECIAL_PROJECTS

Description: Review, recommend, and justify funding of special maintenance, alterations, and repair projects when need is indicated by recurring or costly maintenance experience. [SORM: 258.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: KEEP_ACAD_REGISTRATION_RECORD

Description: Supervise and be responsible for the maintenance of academic records of all students who have registered in courses for credit at NPS. [SORM: 282.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_REGISTRAR

Subordinates: MAINTAIN_STUDENT_REG_DATA
ADMINISTER_NPS_REG_POLICIES
ADMINISTER_ENROLLMENT_DATA_PROCS
DIST_QTRLY_TRANSCRIPTS
PROVIDE_QRTLY_USN_GRAD_REPORT
PROVIDE_REPORTS_TO_AUTH_REQUESTS
PROCESS_ACADEMIC_CREDIT_RECORDS
PROVIDE_TRANSCRIPTS_AS_REQUIRED
MAINTAIN_TRANSCRIPTS_FROM_OTHERS

Name: KEEP_AVIATION_COURSE_UP_TO_DATE

Description: Maintain familiarity with related activities at civilian educational institutions and technical and industrial organizations in order that curricula and courses may be kept abreast of educational and technical advances. [SORM: 229.b.(6)]

Type: Process
Not Repetitive

Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: KEEP_COURSES_UP_TO_DATE

Description: Insure that courses offered are up to date and meet the needs of the curricula. [SORM: 287.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: KEEP_ENL_GALLEY_FOOD_SUPPLIES

Description: Ensure that the Enlisted Galley is at all times adequately supplied with food items in sufficient quantities to meet normal operating requirements. [SORM: 250.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: KEEP_HOUSING_ASSIGNMNT_PLAN_LIST

Description: Establish and maintain planning lists for the assignment of Government quarters. [SORM: 254.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOVT_HOUSING

Name: KEEP_HOUSING_ASSIGNMNT_WAIT_LIST

Description: Establish and maintain waiting lists for the assignment of Government quarters. [SORM: 254.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOVT_HOUSING

Name: KEEP_PROF_OBJ_FOR_CURRIC_PRGM

Description: Work with faculty and staff to develop and maintain a current statement of professional objectives for each curricular program under their purview. [SORM: 236.b.(2)(a)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: KEEP_STD_MONITORING_PROCEDURES

Description: Develop and maintain standard procedures for
 monitoring the adherence of each program to both
 professional and academic requirements. [SORM:
 236.b.(2)(b)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: LEGALLY_ADVISE_SUPERINTENDENT

Description: Advise the Superintendent on the legal aspects
 of the School's business and military administrative
 laws. [SORM: 203.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: LIAISON_FORT_ORD_COMMUNITY_SRVCS

Description: Maintain liaison with the Fort Ord Community
 Services Office. [SORM: 267.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_ADVOCACY_PRGM

Name: LIAISON_FOR_MUTUAL_SECURITY

Description: Ensure liaison concerning mutual security
 responsibilities is maintained with federal and civil
 agencies and other military activities. [SORM:
 262.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: LIAISON_FOR_TELEPHONE_NEEDS

Description: Interface with departments/tenants in identifying telephone requirements and providing the most satisfactory and economical service. [SORM: 261.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAINTAIN_NPS_TELEPHONE_SYSTEMS

Name: LIAISON_OFFICIAL_GUESTS

Description: Act as liaison for official guests of the Superintendent for transportation, accommodations (especially special guest quarters), and other arrangements, as required. [SORM: 201.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: LIAISON_PW_AND_SERVICED_ACTIVITY

Description: Act as liaison between the Public Works Department and serviced activities. [SORM: 253.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: LIAISON_PW_PROGRAM_BQ_MAINT

Description: Maintain constant liaison with the Public works Office on programming maintenance and improvement of the BQ and its grounds. [SORM: 269.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: LIAISON_PW_WITH_HRO

Description: Maintain necessary liaison with the Human Resources Office. [SORM: 257.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: LIAISON_WITH_BUPERS

Description: Maintain direct liaison with the Chief of Naval Personnel (BUPERS), and appropriate assignment/placement officers concerning routine duty under instruction officer status changes. [SORM: 200.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: LIAISON_WITH_DENTAL

Description: Liaison with the Head, Branch Dental Clinic, NAVPGSCOL on the provision of dental services. [SORM: 240.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: LIAISON_WITH_DPPSO

Description: Act as liaison with the Defense Publishing and Printing Service Office, Oakland, and the local branch. [SORM: 228.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: LIAISON_WITH_LOCAL_RELIGIOUS_GRP

Description: Maintain liaison with local religious groups in order to develop public awareness of NPS religious activities. [SORM: 266.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: LIAISON_WITH_MILITARY_FACULTY

Description: Act as the principal liaison with the Dean of

Studies and Director of Programs for military instructors and as the academic coordinating office for their assignment. [SORM: 211.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PLAN_ACADEMIC_AFFAIRS

Name: LIAISON_WITH_MILITARY_SPONSORS

Description: Work with military sponsors and consultants to define pertinent Navy and DoD needs for advanced education, and delineate the projected utilization of each program's graduates. [SORM: 236.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: LIAISON_WITH_NAVFINCEN

Description: Perform necessary liaison with the Navy Regional Finance Center, Washington, D.C. on all accounting matters relating to funds accounted for by NPS. [SORM: 216.b.(9)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COMPTROLLER

Name: LIAISON_WITH_NAVMEDADMIN

Description: Effect liaison with the Officer-in-Charge, Naval Medical Administrative Unit, Monterey on the provision of medical services. [SORM: 240.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: LIAISON_WITH_NAVY_AUDIT_SERVICE

Description: Perform liaison with the Navy Audit Service for audits that concern accounting and the use of public funds, and prepare responses. [SORM: 216.b.(12)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COMPTROLLER

Name: LIAISON_WITH_NTCC

Description: Liaison with the Officer-in-Charge, Naval Telecommunications Center, Monterey on the provision of communications services. [SORM: 240.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: LIAISON_WITH_NTCC_FOR_MESSAGES

Description: Maintain liaison with NTCC, Monterey and ensure the correct routing of incoming message traffic, the expeditious dispatch of outgoing message traffic, and verify the authority/signatures of command message releasers. [SORM: 243.b.(22)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: LIAISON_WITH_PAO

Description: Maintain liaison with the command's Public affairs Officer (PAO) to ensure that proposed press releases which could contain classified information are referred for security review. [SORM: 243.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: LIAISON_WITH_PROGRAM_MANAGERS

Description: Maintain direct liaison with other services' postgraduate education program managers and the international student program manager concerning routine requirements, curriculum content, and curriculum establishment. [SORM: 200.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_PROGRAM_CURRICULA

Expected Effects:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
GENERIC_INSTRUCTION_CAPABILITY	create
GENERIC_BUDGET	create
NPS_PLAN	create
GENERIC_NPS_STUDENT	create
NPS_PROGRAM	create
AGREEMENT	create

Name: LIAISON_WITH_PSD

Description: Liaison with the Officer-in-Charge, Personnel Support Detachment, Monterey on the provision of personnel services. [SORM: 240.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_PSD_MONTEREY

Name: LIAISON_WITH_SSO

Description: Maintain liaison with the command Special Security Officer (SSO) concerning investigations, access to sensitive compartmented information, continuous evaluation of eligibility, and changes to information and personnel security policies and procedures. [SORM: 243.b.(19)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: LIAISON_WITH_THE_CLASSMATE_ED

Description: Maintain liaison with the editor of THE CLASSMATE with respect to pertinent public affairs matters. [SORM: 242.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: LIAISON_WITH_WASC

Description: Serve as liaison to the Western Association of Schools and Colleges. [SORM: 289.b.(12)(g)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: LIMIT_ACCESS_TO_NEED_TO_KNOW

Description: Ensure that access to classified information is limited to those with a need to know. [SORM: 243.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: LOCALLY_REPRESENT_USMC

Description: represent the Marine Corps as the senior USMC officer on duty in the Monterey Bay area on those occasions when such representation is required. [SORM: 231.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: MAINTAIN_ACAD_SPACE_SCHED

Description: Maintain a schedule of use for academic facilities and space. [SORM: 284.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CLASS_SCHEDULING

Name: MAINTAIN_ANNUAL_CMD_EVAL_PLAN

Description: Develop and maintain an annual command evaluation plan of the Naval Postgraduate School as approved by the Superintendent. The plan includes reviewing and ensuring quality assurance of the Management Control Program and is subject to change during the year by the Superintendent. [SORM: 218.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMMAND_EVALUATION_OFFICER

Name: MAINTAIN_AOB_STATISTICS

Description: **Maintain statistical information concerning student input, output, and Average On Board (AOB) data. [SORM: 227.b.(3)]**

Type: **Process
Not Repetitive
Online implementation suggested**

Subordinate of: STUDENT_PROJECT_OFFICER

Name: **MAINTAIN_ARMY_PUB_FILE**

Description: **Maintain a file of Army publications for use by Army officer students and faculty as necessary. [SORM: 232.b.(2)]**

Type: **Process
Not Repetitive
Online implementation suggested**

Subordinate of: REPRESENT_THE_ARMY

Name: **MAINTAIN_ASSESSABLE_UNIT_LIST**

Description: **Establish and maintain a database for the inventory of assessable units. [SORM: 205.b.(1)]**

Type: **Process
Not Repetitive
Online implementation suggested**

Subordinate of: COORDINATE_MANAGEMENT_CONTROL

Name: **MAINTAIN_AVIATION_LIAISON**

Description: **Maintain liaison with CNO, CMC, and the Naval Safety Center on matters relating to Aviation Safety.**

Type: **Process
Not Repetitive
Online implementation suggested**

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: **MAINTAIN_AV_CUSTODY**

Description: **Maintain custody and report NAVASYSCOM Inventory of all Visaul Information materials and equipment. [SORM: 228.b.(11)]**

Type: **Process
Not Repetitive
Online implementation suggested**

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: MAINTAIN_BQ_STANDARDS

Description: Ensure, by close supervision, optimum standards of appearance, maintenance, cleanliness and good order are observed in the BQ. [SORM: 269.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: MAINTAIN_CORRESPONDENCE_TICKLER

Description: Maintain, track, and publish the weekly Command Correspondence Tickler. [SORM: 246.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: MAINTAIN_CURRENT_CURRICULA

Description: Ensure, through periodic reviews, that stated objectives for each curriculum are current and reflect the military educational requirements of the various sponsors. [SORM: 220.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_PROGRAM_CURRICULA

Expected Effects:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
GENERIC_BUDGET	create
AGREEMENT	create

Name: MAINTAIN_CURRICULA_IN_LIAISON

Description: Function in liaison with the Academic Associates to maintain curricula to accommodate the needs and academic requirements of the Navy and the Department of Defense. [SORM: 235.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRICULAR_OFFICER_PROGRAM_DUTY

Name: MAINTAIN_DRIVER_TRAINING_PRGM

Description: Maintain the driver training program. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: MAINTAIN_EEO_PROGRAM

Description: Maintain a viable Equal Employment Opportunity Program. [SORM: 200.b.(19)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Subordinates: IMPLEMENT_EEO_POLICIES

Name: MAINTAIN_EXTERNAL_ADP_CONTACTS

Description: Develop and maintain contacts with similar activities at educational institutions and industrial and governmental organizations to keep abreast of advances in the computer field. [SORM: 276.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTER_CENTER

Name: MAINTAIN_EXTERNAL_LIB_CONTACTS

Description: Develop and maintain contact with other libraries (academic, industrial, and public) in order to establish a basis for mutually beneficial cooperation. [SORM: 277.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Name: MAINTAIN_EXT_RESEARCH_CONTACTS

Description: Establish and maintain contacts with Navy resource sponsors, with other DoD research and development communities, with the National Science Foundation, and with other agencies engaged in research. [SORM: 289.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: MAINTAIN_FACILITY_HISTORY_RECORD

Description: Analyze and maintain facility history records.
 [SORM: 258.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: MAINTAIN_FACULTY_STANDARDS

Description: Maintain high performance standards of the
 faculty. [SORM: 210.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: MAINTAIN_FOOD_SERVICES_SPACES

Description: Be responsible for the maintenance and sanitary
 conditions of all food service spaces, equipment, and
 utensils. [SORM: 250.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: MAINTAIN_FOOD_SERVICE_RECORDS

Description: Maintain all required records and forms, and
 submit reports and returns in a timely manner. [SORM:
 250.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: MAINTAIN_FOREIGN_TRAVEL_RECORDS

Description: Maintain records of command member's foreign

travel to designated countries and/or personal contact with personnel from designated countries. [SORM: 243.b.(20)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: MAINTAIN_LIAISON_WITH_ARMY_HQ

Description: Maintain appropriate liaison with the Headquarters, Department of the Army (HQDA), U.S. Army Total Personnel Command, and U.S. Army Student Detachment, Fort Benjamin Harrison, for academic and administrative matters for all Army students and faculty. [SORM: 232.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: REPRESENT_THE_ARMY

Name: MAINTAIN_LIAISON_WITH_USAF_CMDS

Description: Maintain appropriate liaison with the U.S. Air Force Element Schools, the Air Force Institute of Technology, and Operating element A of the 323rd Mission Support Squadron, Presidio of Monterey, for Air Force officer students and faculty. [SORM: 233.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: REPRESENT_THE_AIR_FORCE

Name: MAINTAIN_LIAISON_WITH_USMC_HQ

Description: Maintain appropriate liaison with U.S. Marine Corps Headquarters, the Marine Corps Combat Development Command, and the Marine Corps Administration Detachment, Presidio of Monterey. [SORM: 231.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: MAINTAIN_LIAISON_WTH_LOCAL_MEDIA

Description: Maintain direct liaison with local area media representatives. [SORM: 242.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPPORT_COMMUNITY_RELATIONS

Name: MAINTAIN_LIAISON_WTH_MIL_ACTS

Description: Maintain liaison with other naval and military
 activities, including reserve components, on the
 Monterey peninsula. [SORM: 242.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS

Name: MAINTAIN_LOGISTIC_SUPPORT_PLAN

Description: Maintain a current Logistics Support and
 Mobilization Plan. [SORM: 200.b.(20)]

Type: Process
 Repetitive
 Online implementation suggested

Subordinate of: COORDINATE_SUBAREA_SIX

Name: MAINTAIN_LOSS_PREVENTION_PRGM

Description: Develop and maintain an NPS Loss Prevention
 Program and supporting loss prevention plan. [SORM:
 262.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MAINTAIN_LOSS_RECORDS

Description: Establish and provide for maintenance of
 records relating to losses of government and personal
 property, violations and breaches of physical security
 measures and procedures. [SORM: 262.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MAINTAIN_MANNING_INFO_SYSTEM

Description: Establish and maintain a manpower information system to provide timely and appropriate information on human resources, pertinent statistical data, and prepare and submit various civilian personnel reports as required. [SORM: 217.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: MAINTAIN_MISHAP_RECORDS

Description: Maintain complete and accurate records on the mishap, injury, and occupational illness experience of the School, and fulfill the reporting requirements by submitting necessary reports to the Naval Safety Center. [SORM: 202.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: MAINTAIN_MOTOR_VEHICLE_ACC_PREV

Description: Maintain the motor vehicle accident prevention program. [SORM: 255.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: MAINTAIN_NITRAS_RECORDS

Description: Maintain necessary records to ensure accurate maintenance of the Navy Integrated Training Resources and Administrative System. [SORM: 200.b.(11)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: KEEP_CNO ADVISED

Expected Effects:

Entity Type	Expected Actions
AUTOMATED_INFO_SYSTEM_RESOURCE	create
GENERIC_INSTRUCTION_CAPABILITY	create
NPS_PROGRAM	create

Name: MAINTAIN_NPS_PHYSICAL_SEC_PLAN

Description: Develop and maintain a current NPS Physical Security Plan. [SORM: 262.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MAINTAIN_NPS_RESEARCH_CAPABILITY

Description: Maintain a viable Navy-related research capability at NPS to support student and Navy research requirements. [SORM: 200.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: MAINTAIN_NPS_TELEPHONE_SYSTEMS

Description: Maintain the telephone systems for the command and its reimbursable customers. [SORM: 261.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Subordinates: PERFORM_ON_SITE_TELEPHONE_REPAIR
INSTALL_TELEPHONE_EQUIP_AND_WIRE
INSTALL_AND_TEST_TELEPHONE_COMPS
PROVIDE_PHONE_TECH_EXPERTISE
LIAISON_FOR_TELEPHONE_NEEDS
REVIEW_TELCO_PROPOSALS

Name: MAINTAIN_OFFICER_ACADEMIC_RECORD

Description: Maintain academic records of all officers.
[SORM: 104]

Maintain a data base of Academic Profile Codes, transcript abstracts and Graduate Record Exam results.
[SORM: 200.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: MAINTAIN_PERSONNEL_ID_AND_ACCESS

Description: Develop and maintain the personnel
 identification and access control systems as required.
 [SORM: 262.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MAINTAIN_PRGM_OBJ_AND_SKIL_RQMTS

Description: Maintain liaison with the primary consultant to
 develop and maintain a timely statement of professional
 objectives and skill requirements for each curricula
 program under their purview. [SORM: 223.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: MAINTAIN_PUB_ISSUE_RECORDS

Description: Maintain records of publications issued to and
 returned by authorized personnel. [SORM: 277.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Name: MAINTAIN_PW_COMP_SYS_OS

Description: Load, maintain, troubleshoot, and optimize the
 operating systems on all departmental hardware. [SORM:
 260.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: MAINTAIN_PW_FUNCTION_COST_DATA

Description: Establish and maintain various data bases for
 supplying data to management concerning costs, labor,
 and material of public works functions. [SORM:
 258.b.(13)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: MAINTAIN_RELEVANT_COURSE_CONTENT

Description: Maintain relevant course content [in curricula]
[SORM: 236.b.(2)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CURRICULAR_TEAMS

Name: MAINTAIN_SAFETY_LIAISON

Description: Maintain liaison with managers, supervisors,
and planning and design officials on the adequacy of
operating procedures, tools, facilities, designs,
plans, and specifications from the safety and
occupational health standpoint. [SORM: 202.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: MAINTAIN_SPEAKERS_BUREAU

Description: Maintain a speakers' bureau composed of staff,
faculty, students, and members of tenant activities.
[SORM: 242.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: MAINTAIN_STUDENT_REG_DATA

Description: Prepare and maintain the data for student
registration for credit in courses and all academic
records. [SORM: 282.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: MAINTAIN_STUDENT_STATISTICS

Description: Maintain average on board (AOB) statistics and
current prospective rotation dates (PRD) on students.

[SORM: 220.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS

Name: MAINTAIN_SUPS_FUNDS_RECORDS

Description: Maintain memorandum records for all funds assigned to the Superintendent, ensure all financial documents are obligated in the official accounting system, and issue fund status reports on a regular basis. [SORM: 216.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COMPTROLLER

Name: MAINTAIN_TECH_PLANT_FILES

Description: Maintain technical plant files and records. [SORM: 259.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: MAINTAIN_THE_DRIVER_TEST_PROGRAM

Description: Maintain the driver test program. [SORM: 255.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: MAINTAIN_TRANSCRIPTS_FROM_OTHERS

Description: Receive transcripts from other schools and maintain the depository for authorized access. [SORM: 282.b.(9)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: MAINTAIN_USAF_PUB_FILE

Description: Maintain a file of Air Force publications and provide information boards for use by Air Force faculty and officer students. [SORM: 233.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_AIR_FORCE

Name: MAINTAIN_USMC_PUB_FILE

Description: Maintain a file of USMC and Marine Corps Combat Development Command publications for use by Marine Corps officer students and other officers as necessary. [SORM: 231.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: MAKE_CHANGE_RECOMMENDATIONS

Description: Make recommendations to higher authority regarding such changes in academic, facilities, funding, and logistic requirements necessary for effective accomplishment of assigned mission and functions. [SORM: 200.b.(22)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_CNO ADVISED

Subordinates: RECOMMEND_ACADEMIC_CHANGES
RECOMMEND_FACILITIES_CHANGES
RECOMMEND_FUNDING_CHANGES
RECOMMEND_LOGISTIC_CHANGES

Name: MAKE_CIV_INST_CURRIC_RECS

Description: Make recommendations, as appropriate, concerning curriculum content and educational resources which should be used to most effectively serve the curricula, and coordinate the conduct and reporting of biennial curricular reviews of the Civilian Institution Programs. [SORM: 223.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: MAKE_FACULTY_AVAILABLE

Description: Make faculty available to work in or serve as advisors to operational commands, laboratories, system commands, and headquarters activities of the Navy and Marine Corps. [SORM: 200.b.(27)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: MANAGE_ADMIN_AND_GIVE_ADVICE

Description: Function as an assistant, manage the Administrative Office, and provide technical guidance to the NPS staff on the preparation of correspondence and directives and other areas of Navy Administration. [SORM: 246.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_MIL_PERS_SERVCS

Subordinates: MANAGE_THE_ADMINISTRATIVE_OFFICE
ADMINISTER_TAD_AND_LEAVE_ORDERS
PROVIDE_INFO_ON_RECORDS_DISPOSAL
SERVE_AS_ADMIN_DIV_OFFICER
ACT_AS_OFFICIAL_MAIL_CNTRL_OFFCR
SUPERVISE_STUDENT_GUARD_MAIL_CTR
SUPERVISE_METERED_MAIL_ROOM
MAINTAIN_CORRESPONDENCE_TICKLER
SIGN_ADMIN_MATRS_BY_DIRECTION

Name: MANAGE_ADMIN_AND_MIL_PERS_SERVCS

Description: Function as an assistant for the management of the administrative and military personnel services of the command and tenant activities. [SORM: 245.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: MANAGE_ADMIN_AND_GIVE_ADVICE
SUPERVISE_ADMIN_RESPONSIBILITIES
COORDINATE_PSD_MONTEREY
SUBMIT_BASEREP_ANNUALLY
SIGN_ADMIN_MATTERS_BY_DIRECTION

Expected Effects:
Entity Type Expected Actions

MILITARY_OPS_SUPPORT_CAPABILITY	create
AUTOMATED_INFO_SYSTEM_RESOURCE	create
GENERIC_BUDGET	create
GENERIC_GUIDANCE	create
GENERIC_NPS_STAFF	read
ORGANIZATION	read
TENANT_COMMAND	read

Name: MANAGE_ALUMNI_PROGRAMS

Description: Manage the School's program for alumni,
including continuing education and feedback surveys.
[SORM: 280.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: MANAGE_ASSIGNED_03_RESOURCES

Description: Manage assigned resources. [SORM: 223.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: MANAGE_CODE_06_RESOURCES

Description: Serve as position manager and resource manager
for all codes within the office. [SORM: 280.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: MANAGE_COMMAND_GOV'T_HOUSING

Description: Function as an assistant for the administration
of Command Government Housing. [SORM: 254.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Subordinates: RECOMMEND_HOUSING_USE_POLICY
IDENTIFY_HOUSING_FACILITIES_REQS
REC_HOUSING_ELIGIBILITY_REGS
RECOMMEND_HOUSING_RENT_CHARGES

KEEP_HOUSING_ASSIGNMNT_PLAN_LIST
KEEP_HOUSING_ASSIGNMNT_WAIT_LIST
CONDUCT_QUARTERS_INSPECTIONS
COORDINATE_TENANT_WORK_REQUESTS

Name: MANAGE_COMMAND_PHYSICAL_SECURITY

Description: Plan, manage, implement, and direct the
 command's physical security program, to include
 developing and maintaining comprehensive physical
 security instructions and regulations. [SORM:
 262.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MANAGE_COMPUTER_CENTER

Description: Manage the Computer Center in serving the
 computing needs of the school. [SORM: 276.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Subordinates: CONTROL_AND_SUPERVISE_CC_RSRCS
 RECRUIT_ADP_PERSONNEL
 PLAN_ADP_PROCUREMENT
 SUBMIT_ACAD_ADP_BUDGET_COST_EST
 MAINTAIN_EXTERNAL_ADP_CONTACTS

Name: MANAGE_COMPUTING_AND_IRM

Description: Serve as principal assistant in all matters
 concerning the planning for and management of computing
 and information mamangement resources. [SORM: 275.a.]

 Oversee the functions and operations of the
 Dudley Knox Librarian, the Director of Academic
 Computing Services, the Director of Management
 Information Systems, and the ADP Security Officer.
 [SORM: 275.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: MONITOR_NPS_COMPUTING_INFO_SRVCS
 IMPLEMENT_SCHOOL_WIDE_IRM_POLICY
 ADMINISTER_COMP_IMPROVE_RSRCS
 ACT_AS_CODE_05_POSITION_MANAGER

ACT_AS_CODE_05_RESOURCE_MANAGER
 REC_CODE_05_ASSOCIATE_DEANS
 SUPERVISE_ACADEMIC_COMPUTING
 SUPERVISE_LIBRARY
 SUPERVISE_MIS_ACTIVITIES
 SUPERVISE_ADP_SECURITY_OFFICER
 ADMINISTER_ADP_LIFE_CYCLE_PRGM
 ADMINISTER_ADP_SECURITY_PROGRAM
 ADMINISTER_COMPUTER_INTEGRATION
 SERVE_ON_PLANNING_BOARD
 SERVE_AS_EXEC_SEC_OF_IRMEB
 CHAIR_CAB
 CHAIR_LIBRARY_COUNCIL
 MANAGE_COMPUTER_CENTER
 PROVIDE_LIBRARY_AND_INFO_SERVICE
 ADMINISTER_ADMIN_COMPUTING
 SERVE_AS_ADP_TECHNICAL_AUTHORITY

Expected Effects:

Entity Type	Expected Actions
AUTOMATED_INFO_SYSTEM_RESOURCE	create
GENERIC_BUDGET	create
ORGANIZATION	create
LOCATION	create
GENERIC_GUIDANCE	create
GENERIC_FUND	create
FACILITY	create
AGREEMENT	create

Name: MANAGE_CONTROLS_DIVISION

Description: Function as an assistant in the management and supervision of specified programs, including contracting for supplies and services, the requisitioning of materials, and invoice processing. [SORM: 249.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Subordinates: ADVISE_SUPO_CONTROL_DIV_WORKLOAD
 ACT_AS_A_CONTRACTING_OFFICER
 SUPERVISE_MATERIAL_ISSUE_CONTROL
 PROVIDE_PROCUREMENT_CONTRACT_SRVC
 SUPERVISE_MATL_RECEIPT_CONTROL
 ANALYZE_CONTRACT_STATS
 MONITOR_SPEC_PRGM_ACQUISITIONS
 SERVE_AS_SUPPLY_DIVISION_OFFICER

Name: MANAGE_CURRIC_OFFICE_RESOURCES

Description: Responsible for management of resources which directly support the curricular office. [SORM: 235.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CURRIC_OFFICER_SUPERVISION_DUTY

Name: MANAGE_DISCRIMINATION_COMPLAINTS

Description: Manage the discrimination complaint process,
 take action to expedite complaint processing and/or
 resolutions, seeking assistance of the CNO (N-09BF)
 where necessary; submit required reports to the CNO and
 the Office of Civilian Personnel Management. [SORM:
 206.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: MANAGE_DRUG_FREE_WORK_PLACE_PRGM

Description: Manage the Drug Free Work Place Program to
 ensure required pre-employment and post-employment drug
 testing is conducted in accordance with the governing
 regulations. [SORM: 217.b.(11)(h)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_8_HRO_FUNCTIONS

Name: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Description: Function as an assistant for the management and
 development of service contracts, including development
 of Performance of Work Statements, estimating, and
 inspection of services provided by contractors. [SORM:
 256.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Subordinates: VERIFY_CONTRACT_WORK_REQUESTS
 ESTIMATE_JOB_MANPOWER_AND_MATLS
 PROVIDE_CONTRCT_INSPECT_PERSON
 EVAL_CONTRACT_SCOPE_AND_PERF
 DEVELOP_SERVICE_CONTRACT_QA_PRGM
 EVAL_SERVICE_CONTRACT_INVOICE
 UPDATE_FAR_FOR_SERVICE_CONTRACTA

Name: MANAGE_HAZARD_ABATEMENT_PLAN

Description: Develop and maintain a hazard abatement plan, coordinate actions and follow up to ensure that abatement projects are developed and executed to abate safety and occupational health deficiencies, and monitor status of abatement actions, [SORM: 202.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: MANAGE_MAA_FORCE

Description: Manage the Master-at-Arms (MAA) force. [SORM: 244.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: MANAGE_MAINT_CONTROL_DIV

Description: Function as an assistant for the operation of a maintenance workload program, including work planning and estimating, inspection and development, and operation of the engineering performance standards program. [SORM: 258.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Subordinates: SCREEN_AND_CLASSIFY_JOB_ORDERS
EST_MEN_AND_MATERIAL_FOR_JOBS
DETERMINE_NEED_FOR_ENG_ADVICE
PREPARE_CONTRACT_RFP_FOR_WORK
JUSTIFY_FUNDING_SPECIAL_PROJECTS
DEVELOP_INSPECTION_STANDARDS
MAINTAIN_FACILITY_HISTORY_RECORD
APPROVE_NORMAL_MAINT_JOB_ORDERS
EVALUATE_NEW_IDEAS_AND_TECHNIQUE
ADAPT_NAVFACENGCOM_STANDARDS
ANALYZE_WORK_DATA_FOR_CHANGES
INSPECT_FACILITIES_ANNUALLY
MAINTAIN_PW_FUNCTION_COST_DATA
TRACK_NAVOSH_DEFICIENCIES
REC_NEW_WAYS_FOR_TASKS

Name: MANAGE_MATERIAL_DIVISION_PRGRMS

Description: Function as an assistant in the management and supervision of specified programs, including personal

property, property management, material receipt, storage, transportation, issue and disposal management, and claims investigations. [SORM: 248.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Subordinates: ADVISE_SUPO_OF_MAT_DIV_WORKLOAD
 ENSURE_PROC_COMPLY_WITH_DIRS
 OPERATE_PERSONAL_PROPERTY_PRGRM
 SUPERVISE_READY_SUP_STORE_OPS
 SUPERVISE_OFFICE_SUPPLY_ISSUE_RM
 SUPERVISE_SHIPPING_AND_RECEIVING
 INVESTIGATE_GOV'T_LOSS_CLAIMS
 SUPERVISE_THE_PERSONAL_PROP_PRGM
 SUPERVISE_HAZMAT_CONTROL_PRGM
 PERFORM_FOOD_SERV_OFFCR_DUTIES

Name: MANAGE_NPS_ANTI_TERRORISM_PRGM

Description: Plan, manage, implement, and direct the
 command's anti-terrorism program. [SORM: 262.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MANAGE_NPS_LOSS_PREVENTION_PRGM

Description: Plan, manage, implement, and direct the
 command's loss prevention program. [SORM: 262.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MANAGE_NPW_LAW_ENFORCEMENT_PRGM

Description: Plan, manage, implement, and direct the
 command's law enforcement programs. [SORM: 262.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: MANAGE_OFFCR_IN_CIV_INSTITUTIONS

Description: Supervise, administer, control, and monitor all

officers enrolled in fully-funded postgraduate education at civilian institutions and DoD institutions through the designated reporting and administrative senior officers. [SORM: 223.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: MANAGE_PROGRAMS_AND_PLANS

Description: Manage the administrative, facility, special project, and ADP requirements for the Students and Programs Directorate. [SORM: 224.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Subordinates: GRADUATION_COORDINATOR
 STUDENT_PROJECT_OFFICER
 DIRECTOR_EDUCATIONAL_MEDIA

Name: MANAGE_PW_DAY_TO_DAY_OPS

Description: Manage the daily operation and coordination of the organizational components of the Public Works Department. [SORM: 252.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Name: MANAGE_PW_ENG_DIV

Description: Function as an assistant for the maintenance of public facilities and utilities of the command. [SORM: 259.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Subordinates: PROVIDE_SUPPORT_TO_MAINT_CONTROL
 PREPARE_FACILITY_MAINT_PLANS
 PREPARE_FACILITY_CONSTRUCT_PLANS
 PREPARE_SHORE_FACILITY_PRGM_PLAN
 PREPARE_PROJECT_DESIGN_AND_EST
 CONDUCT_SPEC_FIELD_ENG_STUDIES
 PROVIDE_PLANT_INV_REC_TECH_DATA

MAINTAIN_TECH_PLANT_FILES
OVERSEE_ENVIRONMENTAL_PROGRAM
PREPARE_TECH_REPORTS_AS_REQ

Name: MANAGE_REAL_PROPERTY

Description: Exercise real property management
responsibilities for the Naval Postgraduate School
proper, the NPS Annex, La Mesa Village public quarters
housing project, the NPS Astro-Aero area, and the NPS
beach area. [SORM: 200.b.(16)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Subordinates: PROVIDE_INPUTS_TO_NSIFPPS

Name: MANAGE_SSO_STAFF

Description: Manage Special Security Office staff. [SORM:
237.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_SCIF

Name: MANAGE_STUDENT_AND_CURRIC_ADMIN

Description: responsible for the administrative matters
concerning curricula, students, and the military staff,
as well as facility matters for the Students and
Programs Directorate. [SORM: 225.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Subordinates: IMPLEMENT_CODE_03_ADMIN
ADMINISTER_03_MINOR_PROPERTY
COORDINATE_03_PW_REQUESTS
SERVE_AS_EVENT_ACTION_OFFICER
SERVE_AS_03_ADP_ACTION_OFFICER
ACT_AS_03_SECURITY_ACTION_OFFICER
SERVE_AS_03_TRAINING_OFFICER
SERVE_AS_CODE_03_REP_TO_SAC
ASSIST_MAINTAIN_PHYS_RSRCS_INV
ASSIST_GENERATE_FACILITIES_REQMT

Name: MANAGE_S_AND_OH_PROGRAM

Description: Plan, organize, direct, operate, and evaluate the School's S&OH Program. [SORM: 202.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: MANAGE_THE_ADMINISTRATIVE_OFFICE

Description: Manage the NPS Administrative Office. [SORM: 246.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: MANAGE_THE_PW_SHOPS_DIVISION

Description: Function as an assistant for the direction and coordination of matters pertaining to the operations of the maintenance, utilities, and transportation branches, and as the liaison between the Public Works Department and serviced activities for the maintenance of utilities and transportation. [SORM: 255.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Subordinates: MAINTAIN_NPS_TELEPHONE_SYSTEMS
PERFORM_FACILITIES_REPAIRS
PERFORM_FACILITIES_ALTERATIONS
PERFORM_OWN_FACILITY_CONSTRUCT
OPERATE_UTILITY_PLANTS_AND_DISTR
CONDUCT_MAINTENANCE_INSPECTIONS
OVERSEE_TRANSPORTATION_SHOP_OPS
OPERATE_MECHANICAL_EQUIP_AND_SYS
OPERATE_NPS_BOILER_FULL_TIME

Name: MONITOR_BIENNIAL_CURRIC_REVIEWS

Description: Monitor the POA&M for biennial curricular reviews of all curricula, and track and manage the milestones to ensure each curriculum complies. [SORM: 226.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: GRADUATION_COORDINATOR

Name: MONITOR_FACULTY_TECH_IMPROVEMENT

Description: Monitor a program to insure that faculty remain current on Navy technology and procedures. [SORM: 287.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: MONITOR_FOOD_SERV_CONTRACT_PERF

Description: Monitor mess attendant contractor performance and certify contract compliance. [SORM: 250.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: MONITOR_HAZMAT_CONTROL_PROGRAM

Description: Monitor the hazardous material control program. [SORM: 247.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: MONITOR_NPS_COMPUTING_INFO_SRVCS

Description: Develop an effective program for monitoring the quality of school-wide computing and information services. [SORM: 275.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: MONITOR_OTHER_SAFETY_PROGRAMS

Description: Monitor the administration of other safety programs including, but not limited to, the following:
(a) Lazer Hazards Prevention Program;
(b) Traffic Safety Program;
(c) Ionizing Radiation Hazards Prevention Program;
(d) Non-ionizing Radiation Hazards Prevention Program; and,

(e) Hazardous Materials Control Program.
[SORM: 202.b.(23)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: MONITOR_RESOURCE_USE

Description: Monitor resource use in accordance with
approved program goals and plans. [SORM: 215.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: MONITOR_SPECIAL_CONTRACT_PRGMS

Description: Monitor progress and achievements in effecting
special federal contracting programs such as those for
small and minority businesses. [SORM: 247.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: MONITOR_SPEC_PRGM_ACQUISITIONS

Description: Monitor and ensure compliance with acquisition
and distribution procedures relating to Automatic Data
Processing Equipment (ADPE), Office Labor Saving
Equipment, Excess Property, and other special programs.
[SORM: 249.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Name: MONITOR_TRAFFIC_SAFETY_PROGRAM

Description: Monitor the implementation of the Traffic
Safety Program, analyze investigation reports of motor
vehicle mishaps, make recommendations for corrective
actions to the Superintendent, and submit necessary
reports to the Naval Safety Center. [SORM: 202.b.(20)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: OBTAIN_MIL_FACULTY_REPLACEMENTS

Description: Coordinate with the Dean of Students to obtain
qualified replacements for rotating military faculty.
[SORM: 288.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: OPERATE_CLASSIFIED_MATERIALS_DIV

Description: Maintain and operate a Classified Materials
Division encompassing classified research, development
of documents and other classified publications,
classified information retrieval, and on-line
bibliographic search services. [SORM: 277.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Subordinates: CONDUCT_CLASSIFIED_RESEARCH
DEVELOP_CLASSIFIED_DOCS_AND_PUBS
RETRIEVE_CLASSIFIED_INFORMATION
SEARCH_ONLINE_CLASSIFIED_BIBLIOS

Name: OPERATE_IMPREST_FUND

Description: Operate the Imprest Fund. [SORM: 249.b.(4)(c)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PROCUREMENT_CONTRCT_SRVC

Name: OPERATE_MECHANICAL_EQUIP_AND_SYS

Description: Perform the mechanical operation of steam
distribution systems, dynamic equipment, galley
equipment, individual main boiler plants, refrigeration
equipment, pumps, motors, sheet metal work, sewage lift
stations, storm drainage systems, and welding. [SORM:
255.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Name: OPERATE_NPS_BOILER_FULL_TIME

Description: Operate the command's main boiler plant on a 24 hour basis. [SORM: 255.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Name: OPERATE_NPS_HISTORICAL_EXHIBIT

Description: Operate and maintain the NPS historical exhibit and museum area. [SORM: 242.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: OPERATE_PERSONAL_PROPERTY_OFFICE

Description: Operate the Personal Property Office. [SORM: 247.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: OPERATE_PERSONAL_PROPERTY_PRGRM

Description: Be responsible for the operation of the Personal Property Program to include:
(a) provide counseling services;
(b) arrange for the packaging, shipment, and delivery of household goods;
(c) provide loss and damage claims assistance and processing;
(d) ensure carrier assignment, documentation, quality control, inspection services and related reports. [SORM: 248.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Subordinates: PROVIDE_PERS_PROPERTY_COUNSELING
ARRANGE_HOUSEHOLD_GOOD_SHIPMENTS
PROCESS_PERS_PROPERTY_LOSS_CLAIM

SUPERVISE_PROPERTY_CARRIERS

Name: OPERATE_PROPERTY_MANAGEMENT_BRCH

Description: Operate the Property Management Branch for tracking plant and minor property. [SORM: 247.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: OPERATE_READY_SUPPLY_STORE

Description: Operate the Ready Supply Store. [SORM: 247.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: OPERATE_THE_ENLISTED_GALLEY

Description: Operate the Enlisted Galley. [SORM: 247.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Subordinates: ASSIST_OPERATE_ENLISTED_GALLEY

Name: OPERATE_UTILITY_PLANTS_AND_DISTR

Description: Operate utility plants and distribution systems, specifically heating, sewage system, and refrigeration plants, fixed pumping stations and sub-stations, and water and steam distribution systems. [SORM: 255.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Name: ORGANIZE_GRADUATION_REHEARSAL

Description: Organize and schedule graduation rehearsal and accommodate guest speaker requirements. [SORM: 226.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: GRADUATION_COORDINATOR

Name: ORGANIZE_PORT_VISITS

Description: Organize port visits. [SORM: 242.b.(10)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PLAN_SPECIAL_EVENT_PARTICIPATION

Subordinates: COORDINATE_SHIP_VISIT_REC_PRGMS
 SERVE_AS_BOARDING_OFFICER

Name: ORG_VOLUNTARY_RELIGIOUS_ED

Description: Organize voluntary programs of religious
 education. [SORM: 266.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: OVERALL_COORDINATION_03_STAFF

Description: Responsible for the overall internal
 administrative functions of the Students and Programs
 Directorate, to include overall coordination of staff
 functions. [SORM: 221.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: OVERSEE_ACADEMICS_IN_CURRIC_RVWS

Description: Be responsible for academic matters in all
 curricular reviews. [SORM: 280.b.(12)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: OVERSEE_ACADEMIC_ADMIN_OFFICE

Description: Oversee the functions of the Academic
Administrative Office. [SORM: 289.b.(12)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Subordinates: ADMINISTER_REQTS_FOR_CONFERENCES
 COORDINATE_CONFERENCES
 ADMINISTER_THESIS_PROCESSING
 ADMIN_ASSIST_ADV_INST_WORKSHOPS
 COORD_REQS_FOR_FACULTY_AWARD
 PREPARE_ACADEMIC_CALENDAR
 LIAISON_WITH_WASC
 PREPARE_FACULTY_RESUME_BOOK

Name: OVERSEE_ACAD_EVAL_RCRD_PROCESS

Description: Supervise all records processing for academic
evaluation purposes. [SORM: 285.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_ADMISSIONS

Subordinates: SUPERVISE_ACAD_POTENTIAL_EVAL
 ASSIGN_APC_TO_STUDENT
 PROVIDE_EDUCATIONAL_COUNSELING

Name: OVERSEE_ADMIN_LANS

Description: Oversee planning, design, acquisition,
operation, and maintenance of Local Area Networks
(LAN), mini-computers, and other hardware in support of
campus-wide administrative information systems. [SORM:
278.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: OVERSEE_ADMIN_NET_AND_APP_DEV_GP

Description: Supervise activities of the administrative
network and application development groups. [SORM:
278.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: OVERSEE_ADMISSION_RCRD_PROCESS

Description: Supervise all records processing for admissions. [SORM: 285.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ADMISSIONS

Subordinates: HANDLE_ADMISSIONS_CORRESPONDENCE
PROVIDE_STUDENT_INPUT_DATA
SUBMIT_ADMISSIONS_BUDGET_REQ

Name: OVERSEE_ENVIRONMENTAL_PROGRAM

Description: Oversee the environmental program and ensure compliance with all federal, state, and local regulations. [SORM: 259.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: OVERSEE_FACILITY_SUPPORT_CONTRACT

Description: Oversee all facility support contracts, including a multi-trade contract. [SORM: 253.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: OVERSEE_FACULTY_MENTOR_PROGRAM

Description: Establish and oversee a mentor program for young faculty, including military faculty. [SORM: 287.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: OVERSEE_FOREIGN_ACTIVITIES

Description: Oversee all international activities and organizations under the auspices of NPS. [SORM: 230.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: DIRECT_INTERNATIONAL_PROGRAMS

Name: OVERSEE_IQ_CONSTRUCTION_CONTRACT

Description: Oversee all indefinite quantity (IQ)
 construction contracts, including a multi-trade
 contract. [SORM: 253.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: OVERSEE_MAINTENANCE_OF_EQUIPMENT

Description: Supervise the maintenance of weight-lifting and
 other transportation and construction equipment.
 [SORM: 255.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: OVERSEE_MILITARY_FACULTY

Description: Function as an assistant to maintain a military
 chain-of-command relationship among military faculty,
 and to provide administrative mechanisms to evaluate
 the effectiveness of officers assigned as professors,
 instructors, or academic chairs. [SORM: 288.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Subordinates: PREPARE_O5_OFFICER_EVALS
 SIGN_O4_OFFICER_EVALS
 TRACK_MIL_FACULTY_RANKING_RECS
 OBTAIN_MIL_FACULTY_REPLACEMENTS
 COORDINATE_MIL_FACULTY_MENTORS
 PROVIDE_TQL
 COORD_MIL_FACULTY_MTG_ATTENDANCE
 EVAL_MIL_FAC_PROF_DEVELOP_PLANS
 PARTICIPATE_IN_SOC
 REPRESENT_MIL_FAC_IN_MTGS
 PROVIDE_INFO_TO_MIL_FACULTY
 REPRESENT_MIL_FACULTY_IN_EVENTS

Name: OVERSEE_NPS_DEVELOPED_ADMIN_ADP

Description: Responsible for planning, design, development, programming, and maintenance of automated administrative business information systems developed at the School. [SORM: 278.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: OVERSEE_RESEARCH_ADMIN_OFFICE

Description: Oversee the functions of the research Administration Office. [SORM: 289.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Subordinates: ADMINISTER_NPS_RESEARCH_FUNDS
OVERSEE_RESEARCH_PROPOSALS
HANDLE_DEPT_FUNDING_PROPOSAL
ADMINISTER_RESEARCH_CHAIRS
ADMINISTER_POST_DOCTORAL_PRGMS
ADMINISTER_FACULTY_EXCHANGES
PREP_INTEL_PROP_GUIDELINES
SERVE_AS_POC_FOR_PATENTS
ADMINISTER_TECH_REPORT_PROCESS
PUBLISH_RESEARCH_RELATED_ITEMS

Name: OVERSEE_RESEARCH_PROPOSALS

Description: Oversee the [research] proposal process. [SORM: 289.b.(11)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: OVERSEE_SHUTTLE_BUS_OPS

Description: Oversee operation of the NPS/LMV shuttle bus and other command bus runs. [SORM: 253.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: OVERSEE_TRANSPORTATION_SHOP_OPS

Description: Supervise the Transportation Shop's operations, including all vehicle repairs and dispatch, maintenance and use of weight-lifting and other transportation and construction equipment; the performance of routine special tests on weight-lifting equipment; and the maintenance of the motor vehicle accident prevention, driver training, and driver test programs. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Subordinates: OVERSEE_VEHICLE_DISPATCH
OVERSEE_VEHICLE_REPAIRS
OVERSEE_USE_OF_EQUIPMENT
OVERSEE_MAINTENANCE_OF_EQUIPMENT
OVERSEE_WT_LIFT_TESTS
MAINTAIN_MOTOR_VEHICLE_ACC_PREV
MAINTAIN_DRIVER_TRAINING_PRGM
MAINTAIN_THE_DRIVER_TEST_PROGRAM

Name: OVERSEE_USE_OF_EQUIPMENT

Description: Supervise use of wight-lifting and other transportation and construction equipment. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: OVERSEE_VEHICLE_DISPATCH

Description: Supervise all vehicle repairs. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: OVERSEE_VEHICLE_REPAIRS

Description: Supervise all vehicle repairs. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: OVERSEE_WT_LIFT_TESTS

Description: Supervise the performance of routine special tests on weight-lifting equipment. [SORM: 255.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_TRANSPORTATION_SHOP_OPS

Name: PARTICIPATE_IN_EEO_DEVELOPMENT

Description: Participate with line and staff managers in the development and review of present and proposed activity policy or decisions which affect the civilian workforce. [SORM: 206.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: PARTICIPATE_IN_SOC

Description: Participate in the Superintendent's Operating Council (SOC). [SORM: 288.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: PARTICIPATE_ON_NPS_PLANNING_BRD

Description: Participate as a member of the NPS Planning Board. [SORM: 286.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: PERFORM_ASSIGNED_PW_DUTIES

Description: Perform such other duties as may be assigned by the Public Works Officer. [SORM: 252.b.(5)]

Type: Process
Not Repetitive

Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Name: PERFORM_DUTIES_ASSIGNED_BY_SUP

Description: Perform such other duties as may be assigned by
the Superintendent. [SORM: 240.b.(13)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: PERFORM_EXISTING_METH_SYS_ANAL

Description: Perform systems analysis of existing methods.
[SORM: 260.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: PERFORM_EXTERNAL_BUDGET_LIAISON

Description: Perform liaison with the Major Claimant,
Resource Sponsor, and Comptroller of the Navy and
participate in annual and mid-year budget reviews.
[SORM: 216.b.(16)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COMPTROLLER

Name: PERFORM_FACILITIES_ALTERATIONS

Description: Perform maintenance alterations, which includes
work on buildings, ground structures, and utilities,
i.e., electricity, water, steam, air, natural gas, fuel
oil, and sanitary systems. [SORM: 255.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Name: PERFORM_FACILITIES_REPAIRS

Description: Perform repairs which includes work on
buildings, ground structures, and utilities, i.e.,

electricity, water, steam, air, natural gas, fuel oil,
and sanitary systems. [SORM: 255.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_THE_PW_SHOPS_DIVISION

Name: PERFORM_FACULTY_DUTIES_AS_USMC

Description: Perform additional duties as a part time
 faculty member, serving in an academic department
 consistent with the previous academic background.
 [SORM: 231.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: PERFORM_FOOD_SERV_OFFCR_DUTIES

Description: Perform all duties of the Food Service Officer
 when a Food Service Officer is not assigned. [SORM:
 248.b.(9)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Name: PERFORM_NASP_RESPONSIBILITIES

Description: Perform Naval Aviation Safety Program
 educational responsibilities as specified in OPNAVINST
 3750.6 series. [SORM: 229.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: PERFORM_ON_SITE_TELEPHONE_REPAIR

Description: Perform on site troubleshooting and telephone
 repairs without supervision. [SORM: 261.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MAINTAIN_NPS_TELEPHONE_SYSTEMS

Name: **PERFORM_OTHER_ADMIN_DUTIES**

Description: **Perform other (admin) duties as assigned.**
 [SORM: 204.b.(6)]

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: **PROVIDE_ADMIN_ASSISTANCE**

Name: **PERFORM_OTHER_ASSIGNED_DUTIES**

Description: **Perform such other duties as may be assigned by**
 the Director of Military Operations. [SORM: 241.b.(8)]

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: **ADMINISTER_CODE_04**

Name: **PERFORM_OTHER_DUTIES_AS_ASSIGNED**

Description: **Perform other duties as assigned.**
 [SORM:201.b.(6)]

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: **ASSIST_SUPERINTENDENT**

Name: **PERFORM_OTHER_STAFF_FUNCTIONS**

Description: **Perform other staff functions as may be**
 requested or directed by higher authority. [SORM:
 200.b.(23)]

Type: **Process**
 Repetitive
 Online implementation suggested

Subordinate of: **COORDINATE_SUBAREA_SIX**

Name: **PERFORM_OWN_FACILITY_CONSTRUCT**

Description: **Perform new construction accomplished by**
 command forces which includes buildings, ground
 structures, and utilities, i.e., electricity, water,
 steam, air, natural gas, fuel oil, and sanitary
 systems. [SORM: 255.b.(1)]

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: **MANAGE_THE_PW_SHOPS_DIVISION**

Name: **PERFORM_TIMEKEEPING_FUNCTIONS**

Description: **Perform timekeeping functions for civilian personnel employed by NPS, DRMI, and PERSEREC. [SORM: 216.b.(10)]**

Type: **Process**
Not Repetitive
Online implementation suggested

Subordinate of: **COMPTROLLER**

Name: **PERIODICALLY_REVIEW_CURRICULA**

Description: **Periodically review and coordinate all NPS and civilian instruction curricula with respective curricular primary consultants and/or sponsors. [SORM: 200.b.4]**

Type: **Process**
Not Repetitive
Online implementation suggested

Subordinate of: **MANAGE_ALL_PROGRAM_CURRICULA**

Expected Effects:

Entity Type	Expected Actions
NPS_VISITOR_OR_GUEST	create
GENERIC_INSTRUCTION_CAPABILITY	create
ORGANIZATION	read
NPS_PROGRAM	read
GENERIC_FUND	read
AGREEMENT	read

Name: **PERIODICALLY_RVW_ACADEMIC_PERF**

Description: **Conduct periodic reviews of academic performance with individual students. [SORM: 236.b.(3)]**

Type: **Process**
Not Repetitive
Online implementation suggested

Subordinate of: **CURRIC_TEAM_STUDENT_SUPERVISION**

Name: **PERFORM_OTHER_XO_DUTIES**

Description: **Perform other duties of an Executive Officer as delineated in OPNAVINST 3120.32B, Article 302. [SORM: 244.b.(11)]**

Type: **Process**

Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_04_DIVOS_AND_NPS_ENL

Name: PLAN_ACADEMIC_AFFAIRS

Description: Plan and organize academic affairs. [SORM:
211.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_ACADEMIC_PROGRAMS

Subordinates: DEVELOP_STAFF_AND_FACULTY_BUDGET
COORDINATE_FACULTY_EMPLOYMENT
LIAISON_WITH_MILITARY_FACULTY
PLAN_ACADEMIC_LONG_RANGE
SUPERVISE_ACADEMIC_BUDGET_OFFICE

Name: PLAN_ACADEMIC_DEPT_PROGRAM

Description: With the Dean of Faculty and Graduate Studies,
and in coordination with the Dean of Students and
Director of Programs, plan the academic program of the
Department or Group. [SORM: 287.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: PLAN_ACADEMIC_LONG_RANGE

Description: Provide long-range academic planning, including
the forecasting of future faculty and staff
requirements. [SORM: 211.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PLAN_ACADEMIC_AFFAIRS

Name: PLAN_ACADEMIC_PROGRAMS

Description: Plan academic programs. [SORM: 286.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: PLAN_ADMIN_ADP_BUSINESS_SYS_USE

Description: Responsible for planning the use of automated administrative business information systems at the School. [SORM: 278.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: PLAN_ADP_PROCUREMENT

Description: Develop plans for the procurement of equipment, material, and other items. [SORM: 276.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTER_CENTER

Name: PLAN_SPECIAL_EVENT_PARTICIPATION

Description: Initiate and assist in the implementation of plans for appropriate participation in special events. [SORM: 242.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_COMMUNITY_RELATIONS

Subordinates: ORGANIZE_PORT_VISITS
ARRANGE TOURS AND OPEN HOUSE

Name: PREPARE_03_REPORTS

Description: Prepare the Programs Operations Memorandum (POM) and the annual Graduate Education Review Group/Board (GERG/GERB) reports. [SORM: 221.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: PREPARE_ACADEMIC_BUDGET

Description: Prepare and submit budget requirements as directed. [SORM: 210.b.(7)]

Type: Process

Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: PREPARE_ACADEMIC_BUDGETS

Description: Prepare and submit budget requirements as directed. [SORM: 286.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: PREPARE_ACADEMIC_CALENDAR

Description: Prepare the academic calendar. [SORM: 289.b.(12)(f)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: PREPARE_AVIATION_SAFETY_BUDGET

Description: Develop and submit resource requirements including budget estimates per current instructions, [SORM: 229.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: PREPARE_AV_BUDGET

Description: Prepare and submit budget requirements as directed. [SORM: 228.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PREPARE_AV_REPORTS

Description: Prepare and submit annual audiovisual reports as required by OPNAVINST 5290.1 series. [SORM: 228.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PREPARE_CODE_04_BUDGET_REQUESTS

Description: Submit the budget requirements of the Military
 Operations Directorate as required. [SORM: 240.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_CODE_04

Subordinates: ADVISE_SUP_ON_CODE_04_REQMTS

Name: PREPARE_CONTRACT_RFP_FOR_WORK

Description: Recommend and prepare RFP's for work which
 should be performed by contract. [SORM: 258.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: PREPARE_CURRIC_OFFICE_BUDGET

Description: Responsible for the preparation and submission
 of budget requirements as directed. [SORM: 235.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CURRIC_OFFICER_SUPERVISION_DUTY

Name: PREPARE_EEO_BUDGET

Description: Preopare and submit budgetary requirements as
 directed. [SORM: 206.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: PREPARE_FACILITY_CONSTRUCT_PLANS

Description: Design and prepare plans, specifications,
 engineering estimates, engineering analyses, and

calculations for the construction of minor structures and buildings. [SORM: 259.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: PREPARE_FACILITY_MAINT_PLANS

Description: Design and prepare plans, specifications, engineering estimates, engineering analyses, and calculations for the maintenance of structures and buildings. [SORM: 259.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: PREPARE_FACULTY_RESUME_BOOK

Description: Prepare the Faculty Resume Book. [SORM: 289.b.(12)(h)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_ACADEMIC_ADMIN_OFFICE

Name: PREPARE_FOOD_SERVICE_INSTRUCTION

Description: Prepare instructions covering the operation of equipment, safety precautions for food preparation, sanitary regulations for the Enlisted Galley and related spaces, and the maintenance of a refrigeration log. [SORM: 250.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: PREPARE_FSC_BUDGET

Description: Prepare annual (FSC) budget. [SORM: 267.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: PREPARE_HRO_BUDGETS

Description: Prepare and submit budget requirements as directed. [SORM: 217.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: PREPARE_IP_BUDGET

Description: Prepare, submit, and maintain the Informational Program (IP) budget provided for use in meeting the goals of the IP. [SORM: 230.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_INTERNATIONAL_PROGRAMS

Name: PREPARE_LEGAL_PAPERS

Description: Supervise the technical and clerical preparation of legal papers for the school. [SORM: 203.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: PREPARE_NEWS_RELEASES

Description: Prepare news releases. [SORM: 242.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: PREPARE_O5_OFFICER_EVALS

Description: Prepare and forward O-5 and above military faculty fitness reports or officer evaluation report inputs to the Superintendent for signature. [SORM: 288.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: PREPARE_OFFICIAL_CORRESPONDENCE

Description: Prepare official correspondence as required.
[SORM: 204.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE

Name: PREPARE_PROJECT_DESIGN_AND_EST

Description: Prepare preliminary through final designs and estimates for special and local projects. [SORM: 259.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: PREPARE_PW_BUDGETS

Description: Prepare and submit fiscal year and out-year budget requirements to the Director of Military Operations. [SORM: 251.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: PREPARE_PW_DEPT_BUDGETS

Description: Prepare budgets and financial status reports.
[SORM: 257.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: PREPARE_QRTLY_ACADEMIC_INST_SCHD

Description: Prepare the quarterly schedule for academic instruction. [SORM: 284.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CLASS_SCHEDULING

Name: PREPARE_QRTLY_FINAL_EXAM_SCHED

Description: Prepare the quarterly final examination schedule. [SORM: 284.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CLASS_SCHEDULING

Name: PREPARE_RELEASE_RECOMMENDATIONS

Description: Prepare recommendations for release of classified information to foreign governments through the Defense Technical Information Center. [SORM: 243.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: PREPARE_SAFETY_BUDGET

Description: Coordinate the preparation of the annual safety and occupational health budget submission. [SORM: 202.b. (15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: PREPARE_SAFETY_RULES

Description: Prepare specific rules and regulations for approval and promulgation by the Superintendent, as required. [SORM: 202.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: PREPARE_SECURITY_BUDGETS

Description: Prepare and submit fiscal year and out-year budget and POM requirements to the Director of Military Operations. [SORM: 262.b.(17)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: PREPARE_SEC_FORCE_SOPS_AND_PLANS

Description: Prepare post orders, standard operating
 procedures (SOPs), and a training plan for the Security
 Force and Auxiliary Security Force (ASF). [SORM:
 262.b.(11)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: PREPARE_SHORE_FACILITY_PRGM_PLAN

Description: Prepare preliminary plans and documentation for
 the Shore Facilities Planning Program. [SORM:
 259.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: PREPARE_TECH_REPORTS_AS_REQ

Description: Prepare technical reports as required. [SORM:
 259.b.(9)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: PREPARE_USN_PAO_SUPPORT_INFO

Description: Prepare, direct the preparation of, and
 disseminate information in support of Navy public
 affairs objectives as set forth in SECNAVINST 5720.44
 series. [SORM: 242.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS

Name: PREP_INTEL_PROP_GUIDELINES

Description: Prepare guidelines on intellectual property issues pertaining to research. [SORM: 289.b.(11)(f)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: PREP_MWR_BUDGETS

Description: Prepare and submit fiscal year nad out-year requirements to the Director, Morale, Welfare and Recreation. [SORM: 265.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_RECREATION_DIVISION

Name: PREP_RESEARCH_REPORTS_AS_REQ

Description: Prepare [research] reports as required by the Provost/Academic Dean. [SORM: 289.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: PRESENT_GRADUATE_EDUCATION_REVV

Description: Develop and present graduate education review to the Graduate Education Review Group (GERG) and Graduate Education Review Board (GERB). [SORM: 220.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_ACADEMIC_PROGRAMS

Name: PROCESS_ACADEMIC_CREDIT_RECORDS

Description: Administer data processing to prepare records for academic credit. [SORM: 282.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: PROCESS_PERS_PROPERTY_LOSS_CLAIM

Description: Provide personal property loss and damage claims assistance and processing. [SORM: 248.b.(3)(c)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_PERSONAL_PROPERTY_PRGRM

Name: PROCESS_RECRUITMENT_ACTIONS

Description: Process all recruitment actions, including administration of the Merit Staffing Plan. Develop crediting plans, rate and rank applicants; counsel and interview applicants and employees; process human resources actions; accomplish placement follow-up; develop statistics and reports as required; administer the overseas employment program and the DoD Priority Placement program; administer Reduction in Force (RIF) actions when required; originate and submit required reports. [SORM: 217.b.(11)(b)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_8_HRO_FUNCTIONS

Name: PRODUCE_COMMAND_NEWSPAPER

Description: Produce a command newspaper per U.S. Navy Public Affairs Regulations and other pertinent directives. [SORM: 242.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: PRODUCE_EFFECTIVE_MANNING_PRGMS

Description: Initiate and actively participate in all elements of human resources management in order to achieve effective and efficient programs. [SORM: 217.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: PRODUCE_MMTR

Description: Produce the annual Military Manpower Training report (MMTR) for field Support Activity. [SORM: 227.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: STUDENT_PROJECT_OFFICER

Name: PRODUCE_MONTHLY_NITRAS_REPORT

Description: Coordinate inputs and produce the monthly Navy Integrated Training Resources and Administrative System (NITRAS) report for CNET. [SORM: 227.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: STUDENT_PROJECT_OFFICER

Name: PRODUCE_VISUAL_INFORMATION

Description: Provide, develop, produce, and procure visual information materials and equipment. [SORM: 228.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PROGRAM_MINI_AND_MICRO_COMPUTERS

Description: Program (Public Works Department) mini and micro computer systems. [SORM: 260.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: PROMOTE_NPS_RESEARCH

Description: Promote the appreciation of the NPS research program in civilian and industrial communities. [SORM: 289.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: PROTECT_CLASSIFIED_INFO_IN_VISIT

Description: Ensure protection of classified information during visits to the command when the visitor is not authorized access to classified information. [SORM: 243.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: PROTECT_CLASSIFIED_MATERIAL

Description: Ensure the protection of classified material per DoD Directive C-5105.21 (M-1) and OPNAVINST 5510.1H. [SORM: 237.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CONTROL_OVER_SCI

Name: PROVIDE_ACADEMIC_ADVICE

Description: Advise the Chief of Naval Operations and the Commandant of the Marine Corps on the academic competence of officers being evaluated for graduate education programs. [SORM: 104]

Provide academic and technical consultation for assignment of officers selected for postgraduate education, [SORM: 200.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: PROVIDE_ACADEMIC_COUNSELING

Description: Provide all officers with academic counseling. [SORM: 104]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: PROVIDE_ACADEMIC_DEPT_ADVICE

Description: Advise the Provost/Academic Dean and the appropriate Deans regarding matters within their purview. [SORM: 287.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: PROVIDE_ADMIN_ASSISTANCE

Description: Function as the Administrative Assistant to the Superintendent, which includes directing and coordinating the efforts of the Superintendent's staff and maintaining liaison between the Superintendent and the faculty, and the Students and Programs and Military Operations Directorates. [SORM: 204.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Subordinates: REVIEW_CORRESPONDENCE
COORDINATE_SUP_ACTION_ITEMS
SERVE_NPS_BOARD_AS_SECRETARY
PREPARE_OFFICIAL_CORRESPONDENCE
SIGN_ADMIN_BY_DIRECTION
PERFORM_OTHER_ADMIN_DUTIES

Name: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Description: Function as an assistant for the management of the (Public Works) Administrative Division, which includes organizations, staffing, office services, records, reports, and statistics. [SORM: 257.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Subordinates: ACT_AS_PW_DEPT_FINANCIAL_MANAGER
COORDINATE_PW_PERSONNEL_ACTIONS
LIAISON_PW_WITH_HRO
PROVIDE_PW_DEPT_OFFICE_SERVICES
PREPARE_PW_DEPT_BUDGETS
EVALUATE_PW_DEPT_CONTROL_REPORTS
FINANCIALLY_CONTROL_JOB_ORDERS
ADMINISTER_COLLATERAL_EQUIP_PRGM

Name: PROVIDE_ADMIN_SERVICES_TO_MWR

Description: Provide accounting and clerical services to the Commissioned Officers' and Faculty Mess, Enlisted Club,

Recreation Division, and the Bachelor Quarters. [SORM: 264.a.]

Provide central cashiering, personnel, payroll, budget, clerical and typing, and accounting and procurement functions. [SORM: 264.b.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_THE_MWR_ADMIN_OFFICE

Name: PROVIDE_ADMIN_SUPERVISION

Description: Provide administrative supervision for officer and civilian students in their curricula. [SORM: 235.a. and 235.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CURRIC_OFFICER_SUPERVISION_DUTY

Name: PROVIDE_ADMIN_SUPPT_TO_USA_OFFCR

Description: Supervise the Army Liaison Office Coordinator and direct the operation of the Army Liaison Office in its role of providing administrative support to all Army officer students and faculty. [SORM: 232.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: REPRESENT_THE_ARMY

Name: PROVIDE_ADP_SECURITY_SRVCS

Description: Provide management and technical services in ADP Security. [SORM: 279.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_ADP_SECURITY_PROGRAM

Name: PROVIDE_AV_ASSISTANCE_TO_FACULTY

Description: provide assistance to the faculty and staff in the development of more effective media techniques and in the evaluation, selection, development, integration, and use of visual information materials. [SORM: 228.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PROVIDE_AV_LIAISON_WITHIN_DOD

Description: Act as command liaison with Navy and DoD activities regarding audiovisual services, films, and other training aids. [SORM: 228.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PROVIDE_BDGT_EXECUTION_SOFTWARE

Description: Provide academic departments and groups with up to date budget execution software and instruct them in its use. [SORM: 212.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_BUDGET_OFFICE

Name: PROVIDE_BQ_MAINT_REQUIREMENTS

Description: Ensure the Public Works Officer is provided with complete and timely information on BQ requirements relating to facilities maintenance. [SORM: 269.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: PROVIDE_CNO_STATUS_REPORTS

Description: Periodically, and as directed, provide the Chief of Naval Operations with information and recommendations concerning postgraduate education program status and projected training load estimates. [SORM: 200.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: KEEP_CNO ADVISED

Name: PROVIDE_COMMAND_BATT_ENG_SUPPORT

Description: Provide engineering support to Command Battalions. [SORM: 253.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: PROVIDE_COMMAND_BRIEF_DATA

Description: Provide data for the Command Brief and special presentation briefings as required. [SORM: 227.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: STUDENT_PROJECT_OFFICER

Name: PROVIDE_CONTINUING_EDUCATION_PRG

Description: Ensure that appropriate programs of continuing education are provided at NPS. [SORM: 280.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: PROVIDE_CONTRACT_INSPECT_PERSON

Description: Provide the personnel needed to inspect the contract once it becomes active. [SORM: 256.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Name: PROVIDE_COPYING_EQUIPMENT

Description: provide copying equipment via the "Cost per Copy" copier program in accordance with the regulations. [SORM: 228.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PROVIDE_COUNSELING_SERVICES

Description: Provide a comprehensive information, referral, and counseling program. [SORM: 267.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: PROVIDE_EDUCATIONAL_COUNSELING

Description: Provide educational counseling and guidance in response to prospective student queries. [SORM: 285.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ACAD_EVAL_RCRD_PROCESS

Name: PROVIDE_EDUCATIONAL_LIAISON

Description: Provide liaison in educational and administrative affairs with appropriate agencies, activities, and societies. [SORM: 210.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: PROVIDE_EDUCATIONAL_PROGRAMS

Description: Ensure that NPS provides outstanding educational programs for the military services of the United States and allied nations, with a focus on military-relevant graduate level education not provided at civilian academic institutions. [SORM: 280.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_ACADEMIC_PROGRAMS

Subordinates: PROVIDE_CONTINUING_EDUCATION_PRG
CONSIDER_ED_PRGM_COST_DECISION
ADVISE_PROVOST_ON_ED_PRGMS
CONTINUOUSLY_IMPROVE_COURSES
DEVELOP_SHORT_COURSES
IMPROVE_TEACHING_AND_INSTRUCTION
SUPERVISE_REGISTRAR
SUPERVISE_ADMISSIONS
SERVE_AS_EDUCATIONAL_LIAISON

ACT_AS_EXEC_SEC_TO_ACAD_COUNCIL
CHAIR_ACAD_COUNCIL_WHEN_REQ
HELP_SELECT_AND_TRAIN_FACULTY
REC_ACADEMIC_ASSOCIATE_APPTS
SUPERVISE_ACADEMIC_ASSOCIATES
MANAGE_CODE_06_RESOURCES
OVERSEE_ACADEMICS_IN_CURRIC_RVWS
REC_ASSOCIATE_DEANS_OF_INST
MANAGE_ALUMNI_PROGRAMS
ADMINISTER_EDUCATIONAL_PROGRAMS
COORDINATE_DEPARTMENT_ACADEMICS
CONDUCT_PROFESSIONAL_LECTURES
REVIEW_EDUCATIONAL_AREAS
PROVIDE_EDUCATIONAL_LIAISON
FORMULATE_ACADEMIC_POLICIES

Name: PROVIDE_EEO_POLICY_LEADERSHIP

Description: Provide leadership in developing Equal Employment Opportunity (EEO) policy, plans, and programs, including special emphasis programs, to ensure consistency with applicable EEO laws and regulations. [SORM: 206.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: PROVIDE_EMPLOYEE_SERVICES

Description: Perform retirement counseling; process incentive awards; counsel on health and life insurance programs; orient new employees; counsel on survivor benefits regarding deceased employees and retirees; counsel on compensation for occupational injuries/illnesses; counsel on performance appraisals, ratings, and employee assistance programs; originate and submit required reports. [SORM: 217.b.(11)(c)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_8_HRO_FUNCTIONS

Name: PROVIDE_ENERGY_CONSERVE_DSGN_RVW

Description: Provide design review or review of work requests involving energy conservation. [SORM: 253.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: PROVIDE_ENG_DEPT_DESIGN_SUPPORT

Description: Provide design support and project design review to the Engineering Department. [SORM: 253.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: PROVIDE_EXTERNAL_AUDIT_LIAISON

Description: Provide liaison with external sources of audits, inspections, and evaluations. [SORM: 218.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMMAND_EVALUATION_OFFICER

Name: PROVIDE_EXT_LIAISON_FOR_CODE_03

Description: Act as the principal assistant to the Director of Programs for external liaison. [SORM: 221.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: PROVIDE_FACULTY_ORIENTATION

Description: Establish and carry out a program to orient faculty to the special needs of NPS instruction. [SORM: 287.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: PROVIDE_FINANCIAL_ADVICE

Description: Advise the Superintendent and the Director, Resource Management on various financial management programs. [SORM: 216.b.(6)]

Type: Process
Not Repetitive

Online implementation suggested

Subordinate of: COMPTROLLER

Name: PROVIDE_FUNERAL_DETAILS_UPON_REQ

Description: Provide funeral details upon request to U.S. Navy and Marine Corps veterans for the geographical area from Santa Cruz to San Luis Obispo, California (Sub-Area Six). [SORM: 244.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: PROVIDE_FUTURE_REQ_PREDICT_DATA

Description: Provide the Director of Academic Planning with the necessary data to predict future staff and faculty requirements. [SORM: 283.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_FORECASTING_FUNCTION

Name: PROVIDE_GRAPHIC_SUPPORT

Description: Provide art work, charts, cover designs, diagrams, posters, and schematics for academic publications, lecture illustrations, and such graphic support as may be required by educational and administrative activities at NPS. [SORM: 228.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PROVIDE_GUIDANCE_TO_CEO

Description: Provide general guidance to the Command Evaluation Officer on command audit and evaluation. [SORM: 215.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: PROVIDE_GUIDANCE_TO_COMPTROLLER

Description: Provide general guidance to the Comptroller for budgetary, accounting, and financial management. [SORM: 215.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: PROVIDE_GUIDANCE_TO_HRO_DIRECTOR

Description: Provide general guidance to the Director Human resources Office, on employment, recruitment, classification, compensation, employee relations, labor relations, and equal employment opportunity for civilian employees. [SORM: 215.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: PROVIDE_HUMAN_GOALS_TRAINING

Description: Provide human goals training within the command, including an employee assistance and training program, to realize high standards of conduct and optimum use of human resources. [SORM: 200.b.(19)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: PROVIDE_HUMAN_RESOURCE_SERVICES

Description: Provide the full range of human resources service to the command and all supported tenant activities employing civilian personnel to include staffing, labor-management relations, classification, employee development assistance, equal opportunity program management, and other employee services. [SORM: 217.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: PROVIDE_INFO_ON_RECORDS_DISPOSAL

Description: Provide information and guidance on the records

disposal program. [SORM: 246.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: PROVIDE_INFO_TO_FOREIGN_STUDENT

Description: Distribute information and act on
 correspondence from past, present, and prospective
 international students. [SORM: 230.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: DIRECT_INTERNATIONAL_PROGRAMS

Name: PROVIDE_INFO_TO_MIL_FACULTY

Description: Disseminate appropriate and timely information
 regarding NPS activities and policies to military
 faculty. [SORM: 288.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: PROVIDE_INPUTS_TO_NSIFPPS

Description: Provide inputs to the Navy's Shore Installation
 and Facilities Planning and Programming System. [SORM:
 200.b.(16)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_REAL_PROPERTY

Name: PROVIDE_INS_AND_VISA_GUIDANCE

Description: Provide guidance pertaining to the Immigration
 and Naturalization Service and visa requirements for
 international students. [SORM: 230.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: DIRECT_INTERNATIONAL_PROGRAMS

Name: PROVIDE_LEGAL_SERVICES

Description: Advise the Superintendent on matters relating to legal interpretation and application of the Uniform Code of Military Justice (UCMJ), the Manual for Courts-Martial (MCM), administrative law, other military laws and regulations, the maintenance of discipline, and the administration of justice within the command. [SORM: 203.a]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: LEGALLY_ADVISE_SUPERINTENDENT
COORDINATE_FOIA_AND_PRIVACY_ACT
ACT_AS_ETHICS_OFFICIAL
DRAFT_CONVENING_ORDERS
TAKE_STAFF_JAG_ACTION
PREPARE_LEGAL_PAPERS
SERVE_AS_COMMAND_LEGAL_ADVISOR
CONDUCT_POST_TRIAL_REVIEW
RENDER_LEGAL_ASSISTANCE
VERIFY_LEGAL_SUFFICIENCY
ADJUDICATE_PERSONNEL_CLAIMS
SIGN_LEGAL_BY_DIRECTION

Expected Effects:

Entity Type	Expected Actions
MILITARY_OPS_SUPPORT_CAPABILITY	create
AGREEMENT	create
GENERIC_GUIDANCE	create
TENANT_COMMAND	read

Name: PROVIDE_LIBRARY_AND_INFO_SERVICE

Description: Provide library and information services to the school. [SORM: 277.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Subordinates: ADMINISTER_DUDLEY_KNOX_LIBRARY
DEVELOP_LIBRARY_COLLECTIONS
OPERATE_CLASSIFIED_MATERIALS_DIV
SEARCH_UNCLAS_ONLINE_BIBLIOS
INVESTIGATE_NEW_INFO_SCIENCES
MAINTAIN_PUB_ISSUE_RECORDS
MAINTAIN_EXTERNAL_LIB_CONTACTS
SUBMIT_LIBRARY_BUDGET_COST_EST

Name: PROVIDE_LOGISTIC_SUPPORT_SERVICE

Description: Provide logistic support services, including requisition processing, contracting, receiving, issuing, shipping and disposal. [SORM: 247.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: PROVIDE_MILITARY_SUPERVISION

Description: Provide military supervision for officer students, and administrative supervision for officer and civilian students in their curricula. [SORM: 235.a.]

Responsible for the military and professional performance of officer students, including professional counseling and performance evaluations. [SORM: 235.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_OFFICER_SUPERVISION_DUTY

Name: PROVIDE_OPTAR_FUNDING_CONTROLS

Description: Provide OPTAR funding controls to resource managers prior to the beginning of the fiscal year. Coordinate submission and approval of annual departmental OPTAR plans. [SORM: 216.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: PROVIDE_PAO_ACTION_GUIDANCE

Description: provide guidance for action to be taken when incidents occur within or contiguous to the NPS complex which involve naval personnel or those of other services assigned to NPS which come to the attention of local area or national media representatives. [SORM: 242.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS

Name: PROVIDE_PERS_PROPERTY_COUNSELING

Description: Provide counseling services (under the Personal Property Program). [SORM: 248.b.(3)(a)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_PERSONAL_PROPERTY_PRGRM

Name: PROVIDE_PHONE_TECH_EXPERTISE

Description: Provide technical expertise in review of contracts and plans pertaining to telephones. [SORM: 261.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAINTAIN_NPS_TELEPHONE_SYSTEMS

Name: PROVIDE_PHOTOGRAPHIC_SERVICES

Description: Provide photographic services, including technical and industrial photography for portraits, thesis, and lecture materials, research and development projects, copying, and press photography. [SORM: 228.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECTOR_EDUCATIONAL_MEDIA

Name: PROVIDE_PHYSICAL_PLANT_ADMIN

Description: Provide administrative support necessary to maintain and operate the physical plant of NPS and its tenant activities within the provisions of host-tenant agreements. [SORM: 200.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: PROVIDE_PHYSICAL_PLANT_LOGISTICS

Description: Provide logistic support necessary to maintain and operate the physical plant of NPS and its tenant activities within the provisions of host-tenant agreements. [SORM: 200.b.(16)]

Type: Process

Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: PROVIDE_PHYSICAL_PLANT_SUPPORT

Description: Provide other support necessary to maintain and operate the physical plant of NPS and its tenant activities within the provisions of host-tenant agreements. [SORM: 200.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: PROVIDE_PHYS_SEC_AND_FIRE_PROT

Description: Provide for the physical security and fire protection of NPS buildings, equipment, and grounds. [SORM: 262.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: PROVIDE_PLANT_INV_REC_TECH_DATA

Description: Provide technical data for plant inventory property records. [SORM: 259.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: PROVIDE_PRESCHEDULING_DATA

Description: Coordinate with curricular offices and academic departments to provide pre-scheduling data to be used by the Scheduler and registrar to plan student course offerings. [SORM: 283.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_FORECASTING_FUNCTION

Name: PROVIDE_PROCUREMENT_CONTRCT_SRVC

Description: Be responsible for procurement contracting services to include:
(a) soliciting, evaluating, negotiating, and awarding of bids;
(b) ensuring all contractual documentation complies with statutory and regulatory requirements;
(c) operating the Imprest Fund;
(d) Administering Blanket Purchase Agreements.
[SORM: 249.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Subordinates: CONDUCT PROCUREMENT CONTRACTING
ENSURE CONTRCT COMPLY WITH REGS
OPERATE IMPREST FUND
ADMINISTER BPAS

Name: PROVIDE_PROFESSIONAL_DEVELOPMENT

Description: Develop and implement professional development programs for assigned personnel. [SORM: 287.b.(20)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: PROVIDE_PW_DEPT_MIS_SUPPORT

Description: Provide management information system (MIS) support for the Public Works Department. [SORM: 260.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASST_PUBLIC_WORKS_OFFICER

Subordinates: PROGRAM_MINI_AND_MICRO_COMPUTERS
CONDUCT_PW_COMP_SYS_ANALYSIS
DETERMINE_PW_MIS_APP_NEEDS
PERFORM_EXISTING_METH_SYS_ANAL
WRITE_PROG_SPECS_FOR_PW_MIS
MAINTAIN_PW_COMP_SYS_OS
ACT_AS_PW_DEPT_ADPSO
DETERMINE_AND_PROCURE_PW_AD
DEVELOP_AND_MAINTAIN_AD_ARCH
TRAIN_PW_PERSONNEL_ON_AD_SYS

Name: PROVIDE_PW_DEPT_OFFICE_SERVICES

Description: Provide office services including typing pool,

central files, mailing, duplicating, and reproduction.
[SORM: 257.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE_TO_PW

Name: PROVIDE_PW_SERVICE_TO_NAVAL_ACTS

Description: Provide a full spectrum of public works
 services including assistance in facility planning,
 engineering consultation, design, and other public
 works support functions to all other naval activities
 within the area under the designation of a Public Works
 Lead Activity. [SORM: 251.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: PROVIDE_QRTLY_USN_GRAD_REPORT

Description: Provide quarterly graduation report of USN
 officers to BUPERS. [SORM: 282.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: PROVIDE_REPORTS_TO_AUTH_REQUESTS

Description: Provide reports, grade studies, and other
 information in response to authorized requests from NPS
 students, professors, curricular officers, and
 administrative personnel. [SORM: 282.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: PROVIDE_SACRAMENTAL_MINISTRY

Description: Provide appropriate sacramental ministry and
 care. [SORM: 266.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: PROVIDE_STAFF_TO_DEAN_OF_FACULTY

Description: Provide staffing associated with the preparation of executive correspondence as required by the Provost/Academic Dean and the Dean of Faculty and Graduate Studies. [SORM: 211.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: PROVIDE_STUDENT_INPUT_DATA

Description: Provide timely student input data for the academic planning and forecasting process. [SORM: 285.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ADMISSION_RCRD_PROCESS

Name: PROVIDE_SUPPORT_TO_MAINT_CONTROL

Description: Provide support to the Maintenance Control and Shops Divisions. [SORM: 259.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PW_ENG_DIV

Name: PROVIDE_TECHNICAL_SAFETY_ADVICE

Description: Provide advice and guidance to all school organizational elements, managers, and supervisors covering the technical aspects of safety, the principles of hazard recognition and control, and the application of these principles as they relate to the employee and the workplace. [SORM: 202.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: PROVIDE_TENANT_SAFETY_SUPPORT

Description: Provide Safety and Occupational Health Program

support to tenant organizations where an inter-service support agreement exists. [SORM: 202.b.(25)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: PROVIDE_TQL

Description: Provide total quality leadership (TQL). [SORM:
 288.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: PROVIDE_TRANSCRIPTS_AS_REQUIRED

Description: Respond to requests for transcripts from former
 students and other institutions, as authorized. [SORM:
 282.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: KEEP_ACAD_REGISTRATION_RECORD

Name: PROVIDE_USAF_LIAISON_OFFICE

Description: Provide an Air Force Liaison Office for the
 administrative needs of all Air Force officers
 stationed at NPS. [SORM: 233.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: REPRESENT_THE_AIR_FORCE

Name: PROVIDE_VA_AND_MCR_TRAINING

Description: Ensure that training and technical assistance
 is provided for managers in conducting Vulnerability
 Assessments (VA) and Management Control Reviews (MCR).
 [SORM: 205.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COORDINATE_MANAGEMENT_CONTROL

Name: PUBLISH_RESEARCH_RELATED_ITEMS

Description: Organize and publish various research related items (Newsletter, Annual Research Summary, Thesis Dissertation Abstracts, Research White Paper, Faculty Research Directory, etc.). [SORM: 289.b.(11)(h)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: RECOMMEND_ACADEMIC_CHANGES

Description: Make recommendations to higher authority regarding academic changes necessary for effective accomplishment of assigned mission and functions. [SORM: 200.b.(22)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAKE_CHANGE_RECOMMENDATIONS

Name: RECOMMEND_FACILITIES_CHANGES

Description: Make recommendations to higher authority regarding facilities changes necessary for effective accomplishment of assigned mission and functions. [SORM: 200.b.(22)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAKE_CHANGE_RECOMMENDATIONS

Name: RECOMMEND_FACULTY_APPOINTMENTS

Description: Recommend to the Provost/Academic Dean individuals for appointment to the faculty. [SORM: 286.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: RECOMMEND_FUNDING_CHANGES

Description: Make recommendations to higher authority regarding funding changes necessary for effective accomplishment of assigned mission and functions.

[SORM: 200.b.(22)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MAKE_CHANGE_RECOMMENDATIONS

Name: RECOMMEND_HOUSING_RENT_CHARGES

Description: Recommend rent or charges for housing occupancy
 by civilian, international, or U.S. Coast Guard
 students. [SORM: 254.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOV'T_HOUSING

Name: RECOMMEND_HOUSING_USE_POLICY

Description: Recommend housing use policy. [SORM:
 254.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOV'T_HOUSING

Name: RECOMMEND_LOGISTIC_CHANGES

Description: Make recommendations to higher authority
 regarding logistic changes necessary for effective
 accomplishment of assigned mission and functions.
 [SORM: 200.b.(22)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MAKE_CHANGE_RECOMMENDATIONS

Name: RECOMMEND_NEW_METHODOLOGIES

Description: Recommend to the Chief of Naval Operations new
 methodologies which will improve the quality of service
 effectiveness of future graduates. [SORM: 104]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_ALL_PROGRAM_CURRICULA

Expected Effects:

Entity Type	Expected Actions
GENERIC_INSTRUCTION_CAPABILITY	create
SITUATION	create
GENERIC_RESEARCH_CAPABILITY	create
NPS_PLAN	create
GENERIC_NPS_FACULTY	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
FACILITY	create

Name: RECOMMEND_NEW_STUDY_AREAS

Description: Recommend to the Chief of Naval Operations new areas of study which will improve the quality of service effectiveness of future graduates. [SORM: 104]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_PROGRAM_CURRICULA

Expected Effects:

Entity Type	Expected Actions
GENERIC_INSTRUCTION_CAPABILITY	create
SITUATION	create
GENERIC_RESEARCH_CAPABILITY	create
NPS_PLAN	create
GENERIC_NPS_FACULTY	create
GENERIC_NPS_STAFF	create
NPS_PROGRAM	create
FACILITY	create

Name: RECOMMEND_RESOURCE_ALLOCATIONS

Description: Recommend internal allocation of fiscal and manpower resources. [SORM: 215.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: RECONCILE_BUDGET_RECORDS

Description: Ensure that department and budget office financial and personnel records are reconciled. [SORM: 212.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_BUDGET_OFFICE

Name: RECORD_SAFETY_PROBLEMS

Description: Record safety and occupational health violations and deficiencies, coordinate actions for corrections, conduct follow-up inspections, and maintain status report on actions taken. [SORM: 202.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: RECORD_SECURITY_INV_AND_CLRNCES

Description: Ensure that personnel security investigations, clearances, and access are recorded. [SORM: 243.b.(17)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: RECRUIT_ADP_PERSONNEL

Description: Recruit qualified personnel within the authorized allowance and recommend their appointment to the Dean of Computers and Information Services. [SORM: 276.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTER_CENTER

Name: RECRUIT_AVIATION_INSTRUCTORS

Description: Recruit qualified instructors within authorized allowances and recommend their appointment to the Director of Programs. [SORM: 229.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: RECRUIT_FACULTY_AND_STAFF

Description: Recruit qualified academic personnel for faculty and staff, within authorized allowances. [SORM: 287.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: REC_ACADEMIC_ASSOCIATE_APPTS

Description: Recommend to the Provost/Academic Dean, in
 coordination with the Director of Programs and the
 Chairs of Departments and Groups, individuals for
 appointment as Academic Associates. [SORM: 280.b.(9)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: REC_ACADEMIC_DEPT_CHAIRS

Description: Recommend to the Provost/Academic Dean
 individuals for appointment as chairpersons of the
 academic departments and groups. [SORM: 286.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: REC_ASSOCIATE_DEANS_OF_INST

Description: Recommend to the Provost/Academic Dean
 individuals for appointment as Associate Deans of
 Instruction. [SORM: 280.b.(13)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: REC_ASSOCIATE_DEAN_OF_FACULTY

Description: Recommend to the Provost/Academic Dean
 individuals for appointment as Associate Dean of
 Faculty. [SORM: 286.b.(8)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: REC_ASSOCIATE_DEPT_CHAIRS

Description: Recommend to the Provost/Academic Dean faculty to be designated as Associate Chairs to assist with administrative duties. [SORM: 287.b.(21)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: REC_ASSOCIATE_RESEARCH_DEANS

Description: Recommend individuals to the Provost/Academic Dean for appointment as Associate Dean of Research. [SORM: 289.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: REC_CODE_05_ASSOCIATE_DEANS

Description: Recommend to the Provost/Academic Dean individuals for appointment as Associate Deans of Computer and Information Services. [SORM: 275.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: REC_FACILITY_IMPROVEMENTS

Description: Recommend ways of improving the facility and (Public Works) organization to the Public Works Officer. [SORM: 253.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: REC_FACULTY_AND_STAFF

Description: Recommend faculty and staff appointment to the Dean of Faculty and Graduate Studies, the Provost/Academic Dean, and the Superintendent. [SORM: 287.b.(6)]

Type: Process
Not Repetitive

Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: REC_FACULTY_FOR_AWARD_AND_PROMO

Description: Recommend faculty for pay steps, promotion, tenure, bonuses, and recognition awards per established procedures. [SORM: 287.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: REC_FACULTY_PROMOTION_AND_AWARDS

Description: Recommend to the Provost/Academic Dean individual faculty for promotion, tenure, pay raises, bonuses and awards. [SORM: 286.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Name: REC_HOUSING_ELIGIBILITY_REGS

Description: Recommend regulations and procedures with regard to application, eligibility, and/or assignment of housing or quarters. [SORM: 254.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMMAND_GOV'T_HOUSING

Name: REC_NEW_WAYS_FOR_TASKS

Description: Investigate and recommend ways of accomplishing tasks, such as Job Order Contracting, using Public Works Center, Oakland, etc. [SORM: 258.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: REDUCE_ENERGY_AND_H2O_USE

Description: Plan and implement energy and water use reduction. [SORM: 253.b.(6)]

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: ASSIST_PW_DEPT_AND_CONTRACTS_OFF

Name: **REFER_SEC_INCIDENTS_TO_NIS**

Description: **Ensure incidents falling under the**
 investigative jurisdiction of the Naval Investigative
 Service (NIS) are immediately referred to the Naval
 Investigative Service, Monterey office. [SORM:
 243.b.(4)]

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: **RELATE_POLICY_AND_MANNING_NEEDS**

Description: **Represent and advise all levels of management**
 in relating program policy and requirements to manpower
 needs and decisions. [SORM: 217.b.(2)]

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: **REMAIN_INFORMED_OF_POLICIES**

Description: **In performing their duties, staff members shall**
 keep themselves informed of the Superintendent's
 policies, and shall act accordingly. [SORM: 108.c.]

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: PERFORM_ALL_ASSIGNED_DUTIES

Name: **RENDER_LEGAL_ASSISTANCE**

Description: **Render legal assistance to the School and**
 tenant command military personnel, retired personnel,
 and their dependents pursuant to the JAGMAN, Chapter
 VII. [SORM: 203.b.(9)]

Type: **Process**
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: REPORT_BUDGET_EXECUTION_PROBLEMS

Description: Inform management of potential budget execution difficulties. [SORM: 212.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_BUDGET_OFFICE

Name: REPORT_EDUCATIONAL_ACHIEVEMENTS

Description: Ensure that all officers' educational achievements are reported to appropriate personnel management offices in order to guarantee that appropriate subspecialty coding and/or educational level coding occurs in a timely and accurate manner. [SORM: 200.b.(12)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: REPORT_SPOUSE_OR_CHILD_ABUSE

Description: Ensure all identified and suspected spouse or child abuse cases are reported to appropriate military and civil authorities through the Director of Military Operations. [SORM: 267.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_ADVOCACY_PRGM

Name: REPORT_THREATS_AND_SEC_VIOLATION

Description: Ensure that threats to security, compromises, and other security violations are reported, recorded and, when necessary, investigated vigorously. [SORM: 243.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: REPORT_VA_AND_MCR_RESULTS

Description: Establish and maintain a formal system of

quarterly reporting of results of Vulnerability Assessments (VA) and Management Control Reviews (MCR) to the Superintendent. [SORM: 205.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COORDINATE_MANAGEMENT_CONTROL

Name: REPRESENT_ACADEMIC_AND_ADMIN_NPS

Description: Represent the organization in academic and administrative matters, both inside and outside the School. [SORM: 287.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: REPRESENT_AVIATION_SAFETY_PRGMS

Description: Represent Aviation Safety Programs in academic and administrative matters. [SORM: 229.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: REPRESENT_MANAGEMENT

Description: Advise and represent management on all labor relations matters, (eg., union elections, negotiations, unfair labor practice complaints, etc.). Process all employee grievances, complaints, and appeals; advise and assist on disciplinary actions, performance appraisals and ratings, pay and leave administration; administer performance management, foreign national visa processing, federal employees compensation program, suitability, etc. [SORM: 217.b.(11)(a)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_8_HRO_FUNCTIONS

Name: REPRESENT_MIL_FACULTY_IN_EVENTS

Description: Participate in events as the representative of the military faculty, as appropriate. [SORM: 288.b.(9)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: REPRESENT_MIL_FAC_IN_MTGS

Description: Participate in Dean and Chair meetings, and
 General Faculty meetings to represent the military
 faculty. [SORM: 288.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: REPRESENT_NPS_ON_CIVIC_COMMITTEE

Description: Represent the command on such civic boards and
 committees as may be assigned. [SORM: 241.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPPORT_COMMUNITY_RELATIONS

Name: REPRESENT_THE_AIR_FORCE

Description:

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COORDINATE_SERVICE_REPS

Subordinates: SERVE_AS_C3_AND_SP_CURRIC_OFFCR
 MAINTAIN_LIAISON_WITH_USAF_CMDR
 MAINTAIN_USAF_PUB_FILE
 COUNSEL_USAF_STUDENTS
 SCHEDULE_USAF_MEETINGS
 REVIEW_USAF_PERF_REPORTS
 PROVIDE_USAF_LIAISON_OFFICE

Name: REPRESENT_THE_ARMY

Description:

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COORDINATE_SERVICE_REPS

Subordinates: MAINTAIN_LIAISON_WITH_ARMY_HQ
MAINTAIN_ARMY_PUB_FILE
COUNSEL_ARMY_STUDENTS
PROVIDE_ADMIN_SUPPT_TO_USA_OFFCR
REVIEW_ARMY_OFFCR_PRFRMNCE_RPTS

Name: REPRESENT_THE_MARINE_CORPS

Description:

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_SERVICE_REPS

Subordinates: MAINTAIN_LIAISON_WITH_USMC_HQ
MAINTAIN_USMC_PUB_FILE
COUNSEL_USMC_OFFICERS
LOCALLY_REPRESENT_USMC
PERFORM_FACULTY_DUTIES_AS_USMC
REVIEW_USMC_FITREPS
COORDINATE_USMC_EDUCATION

Name: REP_SUP_IN_CIVIC_COMMUNITY

Description: Represent the Superintendent on such civic boards and committees and at such civic and social events as may be assigned. [SORM: 240.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: REP_SUP_LIAISON_OTHER_SERVICES

Description: Represent the Superintendent in matters involving the Coast Guard, and liaison with area commands of the other Armed Forces. [SORM: 240.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: RETRIEVE_CLASSIFIED_INFORMATION

Description: Retrieve classified information. [SORM: 277.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OPERATE_CLASSIFIED_MATERIALS_DIV

Name: REVIEW_ALL_UNCLAS_MATERIAL

Description: Serve as a central point for the review of all unclassified material intended for publication in the public domain, coordinating the reviews with the Security Manager and the Chief of Naval Operations. [SORM: 242.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_USN_PUBLIC_AFFAIRS

Name: REVIEW_ARMY_OFFCR_PRFRMNCE_RPTS

Description: Review officer performance reports on all Army officer faculty and students assigned to NPS and ensure that they are appropriately forwarded to HQDA. [SORM: 232.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_ARMY

Name: REVIEW_CORRESPONDENCE

Description: Review the Superintendent's official incoming and outgoing correspondence. [SROM: 204.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE

Name: REVIEW_EDUCATIONAL_AREAS

Description: Provide for a continuing review of, and advanced planning for, all educational areas and their professional application. [SORM: 210.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Subordinates: ENSURE_CURRICULA_STANDARDS

Name: REVIEW_STUDENT_ACADEMIC_RECORDS

Description: Review the records of all students assigned to the curricula under their purview. [SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: REVIEW_TELCO_PROPOSALS

Description: Review proposals put forth by telephone company representatives (i.e., AT&T, PACBELL) and determine responsible agent for repair or new work. [SORM: 261.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MAINTAIN_NPS_TELEPHONE_SYSTEMS

Name: REVIEW_USAF_PERF_REPORTS

Description: Review officer performance reports on all Air Force officer students and faculty assigned to NPS, and forward them to Operating Location A. [SORM: 233.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_AIR_FORCE

Name: REVIEW_USMC_FITREPS

Description: Review fitness reports on all Marines assigned to the Naval Postgraduate School and forward them to Headquarters, U.S. Marine Corps. [SORM: 231.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_MARINE_CORPS

Name: ROUTE_AND_FILE_CODE_03_MESSAGES

Description: Ensure the proper routing and filing of Code 03 messages. [SORM: 226.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: GRADUATION_COORDINATOR

Name: SCHEDULE_FLAG_APPOINTMENTS

Description: Arrange appointments for the Superintendent and maintain the Superintendent's appointment schedule.
[SORM: 201.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_SUPERINTENDENT

Name: SCHEDULE_GRADUATION

Description: Schedule facilities, process work requests, order caps and gowns, schedule the band, and ensure printing of diplomas, awards, and graduation programs.
[SORM: 226.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: GRADUATION_COORDINATOR

Name: SCHEDULE_USAF_MEETINGS

Description: Schedule all Air Force meetings when required to disseminate information of interest to Air Force personnel. [SORM: 233.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_AIR_FORCE

Name: SCREEN_AND_CLASSIFY_JOB_ORDERS

Description: Screen, classify, and prepare job orders prior to submission to the shops for accomplishment. [SORM: 258.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: SCREEN_PHD_PROGRAM_CANDIDATES

Description: Publicize doctoral quotas for PhD programs and screen applicants to ensure academic eligibility.
[SORM: 223.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: SEARCH_ONLINE_CLASSIFIED_BIBLIOS

Description: Provide on-line (classified) bibliographic
 search services. [SORM: 277.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OPERATE_CLASSIFIED_MATERIALS_DIV

Name: SEARCH_UNCLAS_ONLINE_BIBLIOS

Description: Provide governmental and commercial
 unclassified on-line bibliographic search services.
 [SORM: 277.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Name: SELECT_EEO_PERSONNEL

Description: Select or assist the Superintendent with the
 selection of special emphasis program managers, EEO
 committee members, and EEO counselors; provide training
 and guidance to these individuals in carrying out their
 assigned responsibilities. [SORM: 206.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: SELECT_MENNEKEN_AWARD_WINNER

Description: Be responsible for selection of the Menneken
 research Award winner. [SORM: 289.b.(9)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: SELECT_PRGMS_PER_NAVY_POLICY

Description: Ensure that student program selections are in consonance with Navy and DoD policies and needs. [SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: SERVE_AS_03_ADP_ACTION_OFFICER

Description: Serve as action officer for ADP taskings [in Code 03]. [SORM: 225.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: SERVE_AS_03_TRAINING_OFFICER

Description: Act as training officer, monitoring the needs of Code 03. [SORM: 225.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: SERVE_AS_ADMIN_DIV_OFFICER

Description: Act as Administrative Services Division Officer. [SORM: 246.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: SERVE_AS_ADP_SECURITY_CONSULT

Description: Serve as a consultant, providing standards, procedures, technical advice, and assistance to management, staff, faculty, and individual ADP System Project Managers. [SORM: 279.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADP_SECURITY_PROGRAM

Name: SERVE_AS_ADP_TECHNICAL_AUTHORITY

Description: Serve as the command's technical authority on matters related to application system design, database management, networks and distributed systems, the introduction of new technology for administrative systems into the School, and the administration of the NPS Life Cycle Management program. [SORM: 278.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: SERVE_AS_BOARDING_OFFICER

Description: Serve as the Boarding Officer for ship visits.
[SORM: 242.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ORGANIZE_PORT_VISITS

Name: SERVE_AS_C3_AND_SP_CURRIC_OFFCR

Description: Serve as the Curricula Officer for the Joint Command, Control, and Communications Programs and Space Systems Curricula Office. [SORM: 233.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: REPRESENT_THE_AIR_FORCE

Name: SERVE_AS_CACO_COORDINATOR

Description: Serve as Casualty Assistance Calls Program Coordinator. [SORM: 267.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: SERVE_AS_CNWDI_OFFICER

Description: Serve as Critical Nuclear Weapons Development Information (CNWDI) Officer. [SORM: 243.b.(25)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: SERVE_AS_CODE_03_REP_TO_SAC

Description: Serve as the Code 03 representative to the
Space Allocation Committee (SAC). [SORM: 225.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: SERVE_AS_COMMAND_LEGAL_ADVISOR

Description: Participate as Command Legal Advisor in the
processing of nonjudicial punishment cases. [SORM:
203.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: SERVE_AS_EDUCATIONAL_LIAISON

Description: Act as liaison between the School and
professional organizations such as the American
Association for Higher Education, and liaison with
corporations such as the Educational Testing Service.
[SORM: 280.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Name: SERVE_AS_EEO_REPRESENTATIVE

Description: Represent the Superintendent in community
organizations concerned with Equal Employment
Opportunity. [SORM: 206.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: SERVE_AS_EVENT_ACTION_OFFICER

Description: Serve as Action Officer for all ceremonies and
student events, including One-Stop Check-In/Out, staff

award ceremonies, etc. [SORM: 225.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_STUDENT_AND_CURRIC_ADMIN

Name: SERVE_AS_EXEC_SEC_OF_IRMEB

Description: Serve as Executive Secretary of the Information
 Resources Management Executive Board. [SORM:
 275.c.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: SERVE_AS_INFO_SEC_ADVISOR

Description: Serve as the Superintendent's advisor and
 direct representative in matters pertaining to the
 security of classified information and personnel
 security. [SORM: 243.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: SERVE_AS_NATO_CONTROL_OFFICER

Description: Serve as NATO Control Officer. [SORM:
 243.b.(24)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: SERVE_AS_NAVSUP_CONTRACT_OFFCR

Description: Serve as the Contracting Officer of the Naval
 Supply Systems Command for NPS. [SORM: 247.a.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: SERVE_AS_NPS_CONTRACT_OFFICER

Description: Act as the Contracting Officer for the command, appointing additional contracting officers and ordering officers as necessary. [SORM: 247.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: SERVE_AS_NPS_FAMILY_ADVOCACY_OFF

Description: Serve as NPS Family Advocacy Officer. [SORM: 267.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_ADVOCACY_PRGM

Name: SERVE_AS_OICC_OR_ROICC

Description: Act as the Officer In Charge of Construction (OICC) and/or the Resident Officer In Charge of Construction (ROICC). [SORM: 251.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: SERVE_AS_POC_FOR_PATENTS

Description: Serve as POC for NPS patent submissions. [SORM: 289.b.(11)(f)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_RESEARCH_ADMIN_OFFICE

Name: SERVE_AS_POC_WITH_PERS66

Description: Serve as NPS point of contact with PERS-66. [SORM: 267.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: SERVE_AS_SAFETY_CONSULTANT

Description: Serve as technical consultant to the Labor and Employee Relations Officer in coordinating the School's S&OH Program with representatives of the labor organization as required by negotiated labor agreements. [SORM: 202.b.(17)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: SERVE_AS_SENIOR_WATCH_OFFICER

Description: Serve as Senior watch Officer. [SORM: 241.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: SERVE_AS_SUPPLY_DIVISION_OFFICER

Description: Act as the Supply Division Officer. [SORM: 249.c.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Name: SERVE_AS_TOP_SECRET_CONTROL_OFCR

Description: Serve as the Top Secret Control Officer. [SORM: 243.b.(23)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: SERVE_NPS_BOARD_AS_SECRETARY

Description: Serve as Executive Secretary of the NPS Board of Advisors. [SORM: 204.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE

Name: SERVE_ON_AFDCB

Description: Represent NPS on the Armed Forces Disciplinary
Control Board. [SORM: 262.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: SERVE_ON_NPS_CMD_SURVEY_BOARD

Description: Serve as Chairperson or member of the NPS
Command Survey Board as determined by the
Superintendent. [SORM: 262.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: SERVE_ON_NPS_PLANNING_BOARD

Description: Participate as a member of the NPS Planning
Board and act as Chair in the absence of the Provost.
[SORM: 220.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS

Name: SERVE_ON_PLANNING_BOARD

Description: Serve as primary member of the Planning Board.
[SORM: 275.c.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: SERVE_SUP_AS_ADP_DAA

Description: Serve as a technical advisor to the
Superintendent in the capacity of Designated Approval
Authority on all matters relating to ADP Security.
[SORM: 279.b.(2)]

Type: Process
Not Repetitive

Online implementation suggested

Subordinate of: ADMINISTER_ADP_SECURITY_PROGRAM

Name: SERVE_US_FOREIGN_POLICY

Description: Serve as an effective instrument of U.S. foreign policy, by initiating and continuing action programs which promote positive relations between the command and foreign nationals, and which assist individual naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and of the United States while overseas. [SORM: 200.b.(21)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPPORT_COMMUNITY_RELATIONS

Name: SIGN_ACADEMIC_BY_DIRECTION

Description: Sign, by direction, routine official correspondence pertaining to NPS academic matters, and not related to the mission, efficiency, or policy of the command. [SORM: 210.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EXERCISE_NPS_RESPONSIBILITIES

Name: SIGN_ADMIN_BY_DIRECTION

Description: Sign, by direction, routine official correspondence pertaining to administrative matters, and not related to the mission, efficiency, or policy of the command. [SORM: 204.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_ADMIN_ASSISTANCE

Name: SIGN_ADMIN_MATRS_BY_DIRECTION

Description: Sign, by direction, routine official correspondence, records, and reports pertaining to administrative matters, and not related to the mission, efficiency, or policy of the command. [SORM: 246.b.(7)]

Type: Process
Not Repetitive

Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: SIGN_ADMIN_MATTERS_BY_DIRECTION

Description: Sign, by direction, routine official correspondence, records, and reports pertaining to administrative matters, and not related to the mission, efficiency, or policy of the command. [SORM: 245.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_MIL_PERS_SERVCS

Name: SIGN_AVIATION_SAFETY_BY_DIR

Description: Sign, by direction, official correspondence pertaining to the Aviation Safety Program, and not related to the mission, efficiency, or policy of the command. [SORM: 229.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: SIGN_BUDGET_BY_DIRECTION

Description: Sign, by direction, routine official correspondence and reports pertaining to the School's budget, and not related to the mission, efficiency, or policy of the command. [SORM: 216.b.(18)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMPTROLLER

Name: SIGN_CIV_INST_BY_DIRECTION

Description: Sign, by direction, official correspondence pertaining to civilian institution students and programs, and not related to the mission, efficiency, or policy of the command. [SORM: 223.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: SIGN_CODE_04_FITREPS_BELOW_CDR

Description: Sign fitness reports for officers below the rank of Commander assigned to the Military Operations Directorate, including Naval Reserve Officers on two weeks active duty for training. [SORM: 240.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_CODE_04_DIV_OFF

Name: SIGN_CONTRACT_AND_SUPPLY_BY_DIR

Description: Sign, by direction, routine official correspondence pertaining to contracting and supply, and not related to the mission, efficiency, or policy of the command. [SORM: 247.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: SIGN_EEO_BY_DIRECTION

Description: Sign, by direction, official correspondence pertaining to the School's Equal Opportunity Program, and not related to the mission, efficiency, or policy of the command. [SORM: 206.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: IMPLEMENT_EEO_POLICIES

Name: SIGN_FSC_BY_DIRECTION

Description: Sign, by direction, routine official correspondence pertaining to family service, family advocacy, and casualty affairs, and not related to the mission, efficiency, or policy of the command. [SORM: 267.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_FAMILY_SERVICE_CENTER

Name: SIGN_HRO_BY_DIRECTION

Description: Sign, by direction, routine official

correspondence pertaining human resources management,
and not related to the mission, efficiency, or policy
of the command. [SORM: 217.b.(10)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: HRO_DIRECTOR

Name: SIGN_LEGAL_BY_DIRECTION

Description: Sign, by direction, routine official
 correspondence pertaining to legal matters, and not
 related to the mission, efficiency, or policy of the
 command. [SORM: 203.b.(12)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: SIGN_MIL_OPS_BY_DIRECTION

Description: Sign, by direction, routine official
 correspondence, records, and reports pertaining to NPS
 military operations and enlisted personnel, and not
 related to the mission, efficiency, or policy of the
 command. [SORM: 240.b.(12)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_CODE_04

Subordinates: SIGN_ROUTINE_MIL_OPS_BY_DIR

Name: SIGN_NPS_STUDENTS_BY_DIRECTION

Description: Sign, by direction, official correspondence
 pertaining to NPS students, and not related to the
 mission, efficiency, or policy of the command. [SORM:
 222.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_STUDENTS

Name: SIGN_O4_OFFICER_EVALS

Description: Sign fitness reports and officer evaluation
 reports for O-4 and below military faculty. [SORM:
 288.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: SIGN_PHYS_SECURITY_BY_DIR

Description: Sign, by direction, routine official
 correspondence pertaining to NPS physical security and
 fire protection, and not pertaining to the mission,
 efficiency, or policy of the command. [SORM:
 262.b.(18)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: SIGN_RESOURCES_BY_DIRECTION

Description: Sign, by direction, routine official
 correspondence pertaining to resource management, and
 not related to the mission, efficiency, or policy of
 the command. [SORM: 215.b.(10)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_ALL_NPS_RESOURCES

Name: SIGN_ROUTINE_MIL_OPS_BY_DIR

Description: Sign, by direction, routine official
 correspondence pertaining to military operations, and
 not related to the mission, efficiency, or policy of
 the command. [SORM: 241.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SIGN_MIL_OPS_BY_DIRECTION

Name: SIGN_SAFETY_BY_DIRECTION

Description: Sign, by direction, routine official
 correspondence and reports pertaining to the School's
 S&OH program, and not related to the mission,
 efficiency, or policy of the command. [SORM:
 202.b.(26)]

Type: Process
 Not Repetitive

Online implementation suggested

Subordinate of: ADMINISTER_SAFETY_AND_HEALTH_PRG

Name: SIGN_SEC_MATTERS_BY_DIRECTION

Description: Sign, by direction, routine official correspondence, records, and reports pertaining to NPS security matters, and not related to the mission, efficiency, or policy of the command. [SORM: 243.b.(26)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: SIGN_STUDENTS_AND_CURRIC_BY_DIR

Description: Sign, by direction, official correspondence pertaining to NPS students and curricular programs, and not related to the mission, efficiency, or policy of the command. [SORM: 221.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: SIGN_STUDENTS_BY_DIRECTION

Description: Sign, by direction, routine official correspondence, records, and reports pertaining to postgraduate students and programs at NPS and other civilian universities, and not related to the mission, efficiency, or policy of the command. [SORM: 220.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS

Name: SIT_ON_NPS_PLAN_BOARD

Description: Serve as a memebre of the NPS Planning Board.
[SORM: 289.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: STAY_FAMILIAR_WITH_CIV_INSTITUTE

Description: Maintain familiarity with related activities at civilian educational institutions and technical and industrial organizations in order that curricula and courses may be kept abreast of educational and technical advances. [SORM: 287.b.(16)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: STIMULATE_PUBLIC_INTEREST_IN_NPS

Description: Stimulate public interest in the Navy and NPS through liaison with civilian organizations, including community, business, and civic leaders. [SORM: 242.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: INFORM_ALL_AUDIENCES_ABOUT_NPS

Name: STUDENT_PROJECT_OFFICER

Description:

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_PROGRAMS_AND_PLANS

Subordinates: PRODUCE_MMTR
PRODUCE_MONTHLY_NITRAS_REPORT
MAINTAIN_AOB_STATISTICS
ASSIST_PRODUCTION_GERG_AND_GERB
PROVIDE_COMMAND_BRIEF_DATA

Name: SUBMIT_ACAD_ADP_BUDGET_COST_EST

Description: Submit (academic computing) cost estimates for the annual budget to the Dean of Computer and Information Services. [SORM: 276.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTER_CENTER

Name: SUBMIT_ACAD_RESOURCE_REQUESTS

Description: Submit yearly resource requests to the Dean of Faculty and Graduate Studies. [SORM: 287.b.(17)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: SUBMIT_ADMIN_ADP_BUDGET_COST_EST

Description: Submit (administrative computing) cost estimates for the annual budget to the Dean of Computer and Information Services. [SORM: 278.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: SUBMIT_ADMISSIONS_BUDGET_REQ

Description: Prepare and submit budget requirements as directed, [SORM: 285.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_ADMISSION_RCRD_PROCESS

Name: SUBMIT_BASEREP_ANNUALLY

Description: Prepare and submit the annual Shore Base Readiness Report (BASEREP). [SORM: 245.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_MIL_PERS_SERVCS

Name: SUBMIT_CIV_INST_BUDGETS

Description: Prepare and submit budget requirements as directed. [SORM: 223.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_CIVILIAN_INSTITUTION_PRGM

Name: SUBMIT_COURSE_JOURNALS

Description: Insure that a journal for each course taught is submitted. [SORM: 287.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: SUBMIT_FOREIGN_STUDENT_PRGM_RPTS

Description: Meet all requirements and submit all required correspondence and reports pertaining to international students in coordination with the Director of Programs. [SORM: 230.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_INTERNATIONAL_PROGRAMS

Name: SUBMIT_GRADES_ON_TIME

Description: Ensure that grades for each student are submitted to the Registrar within the prescribed time limits. [SORM: 287.b.(15)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: SUBMIT_LIBRARY_BUDGET_COST_EST

Description: Submit cost estimates for the annual budget to the Comptroller via the Dean of Computer and Information Services. [SORM: 277.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LIBRARY_AND_INFO_SERVICE

Name: SUBMIT_QTRLY_RELIGIOUS_REPORT

Description: Report a quarterly summary of activities to the Claimant Staff Chaplain. [SORM: 266.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: SUBMIT_RESEARCH_BUDGET_REQUEST

Description: Prepare and submit budget requirements as directed. [SORM: 289.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_RESEARCH_PROGRAM

Name: SUBMIT_SUPPLY_BUDGETS

Description: Prepare and submit fiscal year and out-year budget requirements to the Director of Military Operations. [SORM: 247.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SUPPLY_DEPARTMENT

Name: SUBMIT_TEXTBOOK_REQUIREMENTS

Description: Insure that textbook requirements for their courses are submitted. [SORM: 287.b.(13)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: SUPERVISE_8_HRO_FUNCTIONS

Description: Directly or through subordinate supervisors, supervise the following human resources functions:
(a) Employee-Management Relations
(b) Affirmative Employment and/or Recruitment
(c) Employee Services
(d) Position Classification
(e) Employee Development
(f) Equal Employment Opportunity
(g) Automation
(h) Drug Free Work Place Program.
[SORM: 217.b.(11)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: HRO_DIRECTOR

Subordinates: REPRESENT_MANAGEMENT
PROCESS_RECRUITMENT_ACTIONS

PROVIDE_EMPLOYEE_SERVICES
CLASSIFY_CIVILIAN_POSITIONS
DEVELOP_EMPLOYEES
ADMINISTER_EEO_PROGRAMS
ADMINISTER_HRO_AUTOMATION
MANAGE_DRUG_FREE_WORK_PLACE_PRGM

Name: SUPERVISE_ACADEMIC_ASSOCIATES

Description: Supervise the activities of the Academic Associates. [SORM: 280.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Subordinates: SUPERVISE_STUDENT_ACADEMIC_PROGR
SUPERVISE_CURRIC_DEVELOPMENT

Name: SUPERVISE_ACADEMIC_BUDGET_OFFICE

Description: Supervise the academic budget office. [SORM: 211.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PLAN_ACADEMIC_AFFAIRS

Subordinates: DEVELOP_BUDGET_TRACKING_SYSTEMS
DEVELOP_BUDGET_MGMT_REPORTS
REPORT_BUDGET_EXECUTION_PROBLEMS
PROVIDE_BDGT_EXECUTION_SOFTWARE
RECONCILE_BUDGET_RECORDS

Name: SUPERVISE_ACADEMIC_COMPUTING

Description: Supervise the activities of the Academic Computing Services. [SORM: 275.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: SUPERVISE_ACADEMIC_DEPT

Description: Organize and supervise the department/group, including assigned personnel, to carry out the educational policies of the School and to accomplish the objectives of the various curricula. [SORM: 287.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Subordinates: ACCOMPLISH_CURRICULA_OBJECTIVES

Name: SUPERVISE_ACADEMIC_DEPT_CHAIRS

Description: Supervise the Chairs of the Academic
 Departments and Groups. [SORM: 286.b.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_EDUCATIONAL_PROGRAMS

Subordinates: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: SUPERVISE_ACAD_POTENTIAL_EVAL

Description: Supervise the academic-potential evaluation of
 newly commissioned U.S. Navy officers and all other
 potential students for whom an evaluation request has
 been received. [SORM: 285.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OVERSEE_ACAD_EVAL_RCRD_PROCESS

Name: SUPERVISE_ADMIN_ADP_NEW_TECH

Description: Supervise planning, acquisition, and
 introduction of new technology to enhance productivity
 of the School's administrative support elements.
 [SORM: 278.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: SUPERVISE_ADMIN_PHYSICAL_SEC_DIV

Description: Provide administrative supervision of the
 Admin/Physical Security Division of the Security
 Department. [SORM: 262.b.(12)]

 The Admin/Physical Security Division is
 responsible for administrative records, traffic,
 physical security, loss prevention, and key control.
 [SORM: 262.c.(2)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: SUPERVISE_ADMIN_RESPONSIBILITIES

Description: Supervise the administrative aspects and
 responsibilities of the command. [SORM: 245.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_MIL_PERS_SERVCS

Name: SUPERVISE_ADMISSIONS

Description: Supervise and provide guidance to the Director
 of Admissions. [SORM: 280.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Subordinates: OVERSEE_ADMISSION_RCRD_PROCESS
 OVERSEE_ACAD_EVAL_RCRD_PROCESS
 ADMINISTER_NPS_SELF_STUDY_PRGMS

Name: SUPERVISE_ADP_SECURITY_OFFICER

Description: Supervise the activities of the ADP Security
 Officer. [SORM: 275.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: SUPERVISE_AVIATION_SAFETY_DIV

Description: Organize and supervise the Aviation Safety
 Programs Division to carry out the educational policies
 of the Superintendent and accomplish curricula
 objectives. [SORM: 229.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_AVIATION_SAFETY_PRGM

Name: SUPERVISE_BQ_STAFF

Description: Supervise the BQ staff, ensuring their adherence to NAVPERS 15606 and other pertinent regulations for effective control of BQ operations. [SORM: 269.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: SUPERVISE_CLASS_SCHEDULING

Description: Supervise and be responsible for class scheduling. [SORM: 282.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_REGISTRAR

Subordinates: PREPARE_QRTLY_ACADEMIC_INST_SCHD
PREPARE_QRTLY_FINAL_EXAM_SCHED
MAINTAIN_ACAD_SPACE_SCHED
ALLOCATE_CLASS_SPACE_AS_AVAIL

Name: SUPERVISE_CODE_03_OPTAR

Description: Supervise the Directorate Operating Target (OPTAR) fund. [SORM: 221.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_CODE_03_WITH_PROGRAMS

Name: SUPERVISE_CODE_04_DIV_OFF

Description: Supervise Code 04 Division Officers. [SORM: 244.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_04_DIVOS_AND_NPS_ENL

Subordinates: SIGN_CODE_04_FITREPS_BELOW_CDR

Name: SUPERVISE_COMMAND_URINALYSIS

Description: Supervise the Command Urinalysis Program.

[SORM: 244.b.(4)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: HELP_PROVIDE_NON_ACADEMIC_SUPPRT

Name: SUPERVISE_COM_OFF_AND_FAC_CLUB

Description: Exercise overall administration and supervision
 of the operation of the Commissioned Officers and
 Faculty Club. [SORM: 263.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_MWR_ACTIVITIES

Name: SUPERVISE_COORD_SPECIAL_EVENTS

Description: Provide assistance and supervision in the
 coordination of special activities, such as military
 balls, tennis and softball tournaments, music and drama
 productions, etc. [SORM: 265.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_RECREATION_DIVISION

Name: SUPERVISE_CURRICULAR_TEAMS

Description:

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COORDINATE_CURRICULA

Subordinates: COLLABORATE_WITH_NPS_STAFF
 KEEP_STD_MONITORING_PROCEDURES
 ENSURE_CURRIC_MEETS_DEGREE_REQMT
 ENSURE_CURRIC_MEETS_PROF_REQMTS
 ENSURE_CURRIC_CONSISTENCY
 ESTABLISH_STANDARD_CURRICULA
 KEEP_PROF_OBJ_FOR_CURRIC_PRGM
 LIAISON_WITH_MILITARY_SPONSORS
 BE_FAMILIAR_WITH_CIV_INS_PRGMS
 BE_KNOWLEDGEABLE_AB_TNRSFR_FLD
 FOSTER_FACULTY_PARTICIPATION
 MAINTAIN_RELEVANT_COURSE_CONTENT
 COLLABORATE_WITH_ACADEMIC_DEPTS
 ADAPT_GEN_PROC_TO_CURRIC_PRGM
 CURRICULAR_OFFICER_PROGRAM_DUTY

Expected Effects:

<u>Entity Type</u>	<u>Expected Actions</u>
GENERIC_INSTRUCTION_CAPABILITY	create
NPS_PLAN	create
NPS_PROGRAM	create
GENERIC_GUIDANCE	create
FACILITY	create
AGREEMENT	create

Name: SUPERVISE_CURRIC_DEVELOPMENT

Description: Supervise curriculum development and content in liaison with the curricular officers for their curricula. [SORM: 281.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_ASSOCIATES

Name: SUPERVISE_ENLISTED_CLUB_OPS

Description: Exercise overall administration and supervision of the operation of the Enlisted Club. [SORM: 263.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_MWR_ACTIVITIES

Name: SUPERVISE_ENLISTED_GALLEY_ORG

Description: Be responsible for the organization and operation of the Enlisted galley per the applicable provisions of Navy Regulations, General Orders, the Naval Supply Systems Command, and command directives. [SORM: 250.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ASSIST_OPERATE_ENLISTED_GALLEY

Name: SUPERVISE_ENLISTED_TRAINING

Description: Supervise NPS enlisted personnel training. [SORM: 244.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_04_DIVOS_AND_NPS_ENL

Name: SUPERVISE_FACILITIES_AND_UTILITY

Description: Be responsible for the planning, design, maintenance, and repair of Nps facilities and utilities., performing assigned duties per the technical standasrds promulgated by the Naval Facilities Engineering Command and the Geographical Engineering Field Division. [SORM: 251.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: SUPERVISE_FIRE_DIVISION

Description: Provide administrative supervision for the Fire Division of the Security Department. [SORM: 262.b.(12)]

The Fire Division is responsible for fire prevention, fire protection, and emergency medical service. [SORM: 262.c.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: SUPERVISE_FORECASTING_FUNCTION

Description: Supervise and be responsible for the forecasting function. [SORM: 282.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_REGISTRAR

Subordinates: PROVIDE_FUTURE_REQ_PREDICT_DATA
PROVIDE_PRESCHEDULING_DATA

Name: SUPERVISE_HAZMAT_CONTROL_PRGM

Description: Be responsible for the operation of the Hazardous Material Control Program. [SORM: 248.b.(8)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: **MANAGE_MATERIAL_DIVISION_PRGRMS**

Name: **SUPERVISE_INBOUND_FREIGHT_OPS**

Description: **Be responsible for receiving functions including receipt, identification, delivery, and accountability of inbound freight. [SORM: 248.b.(5)]**

Type: **Process
Not Repetitive
Online implementation suggested**

Subordinate of: **SUPERVISE_SHIPPING_AND_RECEIVING**

Name: **SUPERVISE_INSTITUTIONAL_RESEARCH**

Description: **Supervise the activities of the Institutional Research Office. [SORM: 211.b.(7)]**

Type: **Process
Not Repetitive
Online implementation suggested**

Subordinate of: **ADMINISTER_NPS_RESEARCH_PROGRAM**

Subordinates: **DEVELOP_INFORMATION_DATABASES
DEVELOP_REQUESTED_REPORTS
DESIGN_SYSTEMS**

Name: **SUPERVISE_INVESTIGATIVE_DIVISION**

Description: **Provide administrative supervision of the Investigative Division of the Security Department. [SORM: 262.b.(12)]**

The Investigations Division is responsible for investigations, crime prevention, and juvenile matters. [SORM: 262.c.(3)]

Type: **Process
Not Repetitive
Online implementation suggested**

Subordinate of: **ADMINISTER_NPS_PHYSICAL_SECURITY**

Name: **SUPERVISE_LIBRARY**

Description: **Supervise the activities of the Library. [SORM: 275.b.(4)]**

Type: **Process
Not Repetitive
Online implementation suggested**

Subordinate of: **MANAGE_COMPUTING_AND_IRM**

Name: SUPERVISE_MATERIAL_HANDLING_EQPT

Description: Be responsible for the assignment, use of, and preparation of reports regarding Material Handling Equipment. [SORM: 248.b.(7)(c)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_THE_PERSONAL_PROP_PRGM

Name: SUPERVISE_MATERIAL_ISSUE_CONTROL

Description: Be responsible for the issue control of materials including: technical screening of all requisitions and issue documents, processing stock requisitions and issue documents, and maintaining controls files of requisition transactions. [SORM: 249.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Name: SUPERVISE_MATL_RECEIPT_CONTROL

Description: Be responsible for receipt control of incoming material including: processing of commercial invoices for payment, modifying purchase orders, and maintaining purchase order files. [SORM: 249.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_CONTROLS_DIVISION

Name: SUPERVISE_METERED_MAIL_ROOM

Description: Supervise the Metered Mail Room. [SORM: 246.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: SUPERVISE_MIS_ACTIVITIES

Description: Supervise the activities of the Management Information Systems division. [SORM: 275.b.(4)]

Type: Process

Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_COMPUTING_AND_IRM

Name: SUPERVISE_MULTUSER_SYS_DATA

Description: Supervise data and database administration for multi-user and multi-department shared information systems. [SORM: 278.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_ADMIN_COMPUTING

Name: SUPERVISE_NAVY_GOLF_COURSE

Description: Arrange and coordinate recreational activities and events, including the Navy Golf Course and Pro Shop. [SORM: 265.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_RECREATIONAL_ACTIVITY

Name: SUPERVISE_NPS_BACHELOR_QUARTERS

Description: Function as an assistant for the operation and supervision of the command's Bachelor Quarters (officer and enlisted) and the Superintendent's Guest Quarters (SGQ). [SORM: 269.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_NPS_NON_ACADEMIC_SUPPORT

Subordinates: COORDINATE_ALL_BQ_OPERATIONS
ASSIGN_BQ_OPS_PERSONNEL
ADMINISTER_BQ_OPS
ENFORCE_BQ_RULES_AND_REGS
SUPERVISE_BQ_STAFF
TRAIN_BQ_STAFF
MAINTAIN_BQ_STANDARDS
LIAISON_PW_PROGRAM_BQ_MAINT
PROVIDE_BQ_MAINT_REQUIREMENTS
INTEGRATE_BQ_REQMTS_INTO_PLANS
CONDUCT_ANNUAL_INSPECT_WITH_PW
VERIFY_BQ_REPORT_ACCURACY

Expected Effects:

Entity Type

Expected Actions

MILITARY_OPS_SUPPORT_CAPABILITY	create
AUTOMATED_INFO_SYSTEM_RESOURCE	create
GENERIC_BUDGET	create
FACILITY	create
GENERIC_GUIDANCE	create
LOCATION	create
MATERIAL	create
NPS_PLAN	create

Name: SUPERVISE_OFFICERS_AT_CIV_SCHOOL

Description: Supervise, administer, control, and monitor all officers enrolled in fully-funded postgraduate education at civilian institutions and DoD institutions through the designated reporting, administrative, and managerial procedures over these students. [SORM: 200.b.(6)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: EDUCATE_USN_OFFICERS

Name: SUPERVISE_OFFICE_SUPPLY_ISSUE_RM

Description: Be responsible for the operation of the Office Supplies Issue Room including replenishment, storage, and issue of materials for stock, as well as stock and financial inventory control. [SORM: 248.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Name: SUPERVISE_OPERATIONS_DIVISION

Description: Provide administrative supervision for the Operations Division of the Security Department. [SORM: 262.b.(12)]

The Operations Division consists of the Patrol (Police) Branch and the Training Branch. [SORM: 262.c.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: SUPERVISE_OUTBOUND_FREIGHT_OPS

Description: Be responsible for shipping functions including identification, routing, packaging, marking,

documentation, and loading of outbound freight. [SORM: 248.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: SUPERVISE_SHIPPING_AND_RECEIVING

Name: SUPERVISE_PERSONNEL_SECURITY_INV

Description: Ensure that requests for personnel security investigations are properly prepared, submitted, and monitored. [SORM: 243.b.(15)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: SUPERVISE_PLAN_EXECUTION

Description: Within the scope of their authority, NPS staff members will supervise the prompt execution of plans and programs. [SORM: 108.b.]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PERFORM_ALL_ASSIGNED_DUTIES

Name: SUPERVISE_PROPERTY_CARRIERS

Description: Ensure (personal property) carrier assignment, documentation, quality control, inspection services and related reports. [SORM: 248.b.(3)(d)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: OPERATE_PERSONAL_PROPERTY_PRGRM

Name: SUPERVISE_PW_DEPT_SAFETY

Description: Be responsible for the (Public Works) department safety, performing assigned duties per the technical standards promulgated by the Naval Facilities Engineering Command and the Geographical Engineering Field Division. [SORM: 251.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_PUBLIC_WORKS_DEPT

Name: SUPERVISE_READY_SUP_STORE_OPS

Description: Be responsible for the operation of the Ready Supply Store including replenishment, storage, and issue of materials for stock, as well as stock and financial inventory control. [SORM: 248.b.(4)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Name: SUPERVISE_RECREATION_DIVISION

Description: Exercise overall administration and supervision of the operation of the Recreation Division. [SORM: 263.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_MWR_ACTIVITIES

Subordinates: COORDINATE_RECREATIONAL_ACTIVITY
ACCOUNT_FOR_REC_SPACES_AND_EQUIP
SUPERVISE_REC_SPACE_OPS
PREP_MWR_BUDGETS
ADVISE_SPECIAL_INTEREST_GROUPS
SUPERVISE_COORD_SPECIAL_EVENTS
COORD_NPS_COMMUNITY_SRVC_USE

Name: SUPERVISE_REC_SPACE_OPS

Description: Supervise the operation of recreational spaces and facilities. [SORM: 265.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_RECREATION_DIVISION

Name: SUPERVISE_REGISTRAR

Description: Supervise and provide guidance to the Office of the Registrar. [SORM: 280.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_EDUCATIONAL_PROGRAMS

Subordinates: KEEP_ACAD_REGISTRATION_RECORD
SUPERVISE_FORECASTING_FUNCTION
SUPERVISE_SOF_COMPLETION
SUPERVISE_CLASS_SCHEDULING

Name: SUPERVISE_RESEARCH_PROGRAMS

Description: Plan and supervise research programs in support
of the mission of the School. [SORM: 287.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: SUPERVISE_SCIF_OPERATIONS

Description: Supervise the operation of the Sensitive
Compartmented Information Facility (SCIF). [SORM:
237.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SCIF

Name: SUPERVISE_SHIPPING_AND_RECEIVING

Description: Be responsible for shipping and receiving
functions including identification, routing, packaging,
marking, documentation, and loading of outbound
freight; and receipt, identification, delivery, and
accountability of inbound freight. [SORM: 248.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PRGRMS

Subordinates: SUPERVISE_OUTBOUND_FREIGHT_OPS
SUPERVISE_INBOUND_FREIGHT_OPS

Name: SUPERVISE_SOF_COMPLETION

Description: Supervise and be responsible for Student
Opinion Form (SOF) completion. [SORM: 282.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_REGISTRAR

Subordinates: ADMINISTER_SOF_SURVEY

Name: SUPERVISE_STUDENTS

Description: Exercise operational and supervisory authority over the curricular officers and assigned students, including the establishment of common policies and procedures for curricular operations. [SORM: 220.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_NPS_OFFICER_STUDENTS

Subordinates: CURRIC_TEAM_STUDENT_SUPERVISION

Name: SUPERVISE_STUDENT_ACADEMIC_PROGR

Description: Supervise student's academic programs in liaison with the curricular officers for their curricula. [SORM: 281.a.]

Serve as primary counselor for student academic matters. [SORM: 281.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_ACADEMIC_ASSOCIATES

Name: SUPERVISE_STUDENT_GUARD_MAIL_CTR

Description: Supervise the Student Guard Mail Center. [SORM: 246.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_ADMIN_AND_GIVE_ADVICE

Name: SUPERVISE_THE_MWR_ADMIN_OFFICE

Description: Exercise overall administration and supervision of the operation of the MWR Administrative Office. [SORM: 263.b.(1)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_MWR_ACTIVITIES

Subordinates: PROVIDE_ADMIN_SERVICES_TO_MWR

Name: SUPERVISE_THE_PERSONAL_PROP_PRGM

Description: Be responsible for the operation of the Plant Property Program to include:
(a) act as the Precious Metals Recovery Program Officer;
(b) act as the Inventory of Personal Effects Officer in cases of missing, deceased, or seriously ill personnel;
(c) be responsible for the assignment, use of, and preparation of reports regarding Material Handling Equipment. [SORM: 248.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MATERIAL_DIVISION_PGRMS

Subordinates: CONDUCT_PRECIOUS_METALS_RECOVERY
INVENTORY_PERSONAL_EFFECTS
SUPERVISE_MATERIAL_HANDLING_EQPT

Name: SUPPORT_COMMUNITY_RELATIONS

Description: Provide Community Relations support in support of the Navy's public affairs plan. [SORM: 200.b.(18)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COORDINATE_PUBLIC_AFFAIRS

Subordinates: REPRESENT_NPS_ON_CIVIC_COMMITTEE
SERVE_US_FOREIGN_POLICY
MAINTAIN_LIAISON_WTH_LOCAL_MEDIA
INFORM_ALL_AUDIENCES_ABOUT_NPS
PLAN_SPECIAL_EVENT_PARTICIPATION

Name: SUPPORT_FOREIGN_STUDENTS_IN_CURR

Description: Assist curricular officers and student section leaders in matters pertaining to international students. [SORM:230.b.(10)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: DIRECT_INTERNATIONAL_PROGRAMS

Name: SUPPORT_NAVAL_RESERVE

Description: Per the Navy Total Force concept, support the Naval Reserve as required or assigned in fulfillment of its mission. [SORM: 200.b.(17)]

Type: Process
 Repetitive
 Online implementation suggested

Subordinate of: COORDINATE_SUBAREA_SIX

Name: SUPPORT_USN_PUBLIC_AFFAIRS

Description: Provide information programs in support of the
 Navy's public affairs plan. [SORM: 200.b.(18)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COORDINATE_PUBLIC_AFFAIRS

Subordinates: PROVIDE_PAO_ACTION_GUIDANCE
 PREPARE_USN_PAO_SUPPORT_INFO
 MAINTAIN_LIAISON_WTH_MIL_ACTS
 REVIEW_ALL_UNCLAS_MATERIAL
 ACT_AS_PAO_PUBS_CONTRACT_REP
 ACT_AS_MEDIA_PHOTO_RELEASE_AUTH
 ACT_AS_COMMAND_HISTORIAN

Name: SUPPORT_VISITING_SPONSORS

Description: Schedule meeting rooms, office calls, provide
 administrative support and generally support visiting
 sponsors during curriculum reviews. [SORM: 226.b.(5)]

Type: Process
 Not Repetitive
 Online Implementation suggested

Subordinate of: GRADUATION_COORDINATOR

Name: TAKE_CUSTODY_OF_SPACE_AND_EQUIP

Description: Insure proper custody and security of assigned
 equipment and spaces. [SORM: 287.b.(18)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: TAKE_STAFF_JAG_ACTION

Description: Take Staff Judge Advocate action (pursuant to
 MCM, 1984 and JAGMAN, 1990, Chapter I) regarding
 disciplinary matters and courts-martial convened at the
 school. [SORM: 203.b.(5)]

Type: Process

Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_LEGAL_SERVICES

Name: TRACK_AUDIT_CORRECTIVE_ACTIONS

Description: Maintain a tracking and follow-up system for all corrective actions. [SORM: 218.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: COMMAND_EVALUATION_OFFICER

Name: TRACK_MIL_FACULTY_RANKING_RECS

Description: Establish and implement a mechanism to receive ranking recommendations regarding each military faculty member's teaching skills, academic abilities, research efforts, and teaching effectiveness from appropriate line managers, [SORM: 288.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: OVERSEE_MILITARY_FACULTY

Name: TRACK_NAVOSH_DEFICIENCIES

Description: Track NAVOSH deficiencies to assure timely correction. [SORM: 258.b.(14)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_MAINT_CONTROL_DIV

Name: TRAIN_BQ_STAFF

Description: Ensure the BQ staff are properly trained. [SORM: 269.b.(5)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

Name: TRAIN_CMD_EVAL_PERSONNEL

Description: Provide training and supervision of part-time Command Evaluation personnel. [SORM: 218.b.(7)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COMMAND_EVALUATION_OFFICER

Name: TRAIN_NPS_SECURITY_FORCE

Description: Organize and train the NPS Security Force.
 [SORM: 262.b.(11)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: TRAIN_PW_PERSONNEL_ON_ADP_SYS

Description: Train (Public Works) department personnel on
 ADP standard and architectural systems. [SORM:
 260.b.(6)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

Name: TRAIN_RELIGIOUS_PERSONNEL

Description: Ensure appropriate training and supervision of
 assigned officer, enlisted, and civilian personnel.
 [SORM: 266.b.(9)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: TRAIN_SMALL_ARMS_PERSONNEL

Description: Maintain certification and training of all
 personnel authorized to bear arms on the NPS Security
 Force. [SORM: 262.b.(11)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_NPS_PHYSICAL_SECURITY

Name: TRAIN_SSO_STAFF

Description: Train Special Security Office Staff. [SORM: 237.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: ADMINISTER_SCIF

Name: UPDATE_CURRICULA_IN_LIAISON

Description: Function in liaison with the Academic Associates to update curricula to accommodate the needs and academic requirements of the Navy and the Department of Defense. [SORM: 235.a.]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRICULAR_OFFICER_PROGRAM_DUTY

Name: UPDATE_FAR_FOR_SERVICE_CONTRACTA

Description: Review and update the FAR instruction relating to service contract instructions. [SORM: 256.b.(7)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: MANAGE_FAC_SPT_SERV_CONTRACT_DIV

Name: VALIDATE_PRIOR_ACADEMIC_PERF

Description: Review each student program to ensure prior academic performance is validated. [SORM: 236.b.(3)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: VERIFY_BQ_REPORT_ACCURACY

Description: Review and ensure accuracy of all data required to update the Determination of Bachelor Housing Requirements (R19) and Bachelor Housing Assets Report (R21). [SORM: 269.b.(9)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: SUPERVISE_NPS_BACHELOR_QUARTERS

sensitive duties are appropriately cleared. [SORM: 243.b.(15)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_INFO_AND_PERS_SEC_PRG

Name: VERIFY_QUALITY_FUNCTION_STAFFING

Description: Ensure functions are staffed with qualified personnel whose expertise is tailored to the mission and function of the activity. [SORM: 218.b.(1)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: COMMAND_EVALUATION_OFFICER

Name: VERIFY_STUDENT_PROGRAM_RIGOR

Description: Review each student's program of study to ensure that the course of study is rigorous. [SORM: 236.b.(3)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CURRIC_TEAM_STUDENT_SUPERVISION

Name: VISIT_SICK_OR_CONFINED_PERSONNEL

Description: Visit personnel who are sick or confined to brigs or correctional facilities. [SORM: 266.b.(5)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: ADMINISTER_CMD_RELIGIOUS_PRGM

Name: WORK_WITH_CURRIC_OFFCR_AND_ACAD

Description: Work with the Curricular Officer/Academic Associate Teams to maintain liaison with sponsors, develop new programs, and modify existing programs. [SORM: 287.b.(22)]

Type: Process
 Not Repetitive
 Online implementation suggested

Subordinate of: CHAIR_ACADEMIC_DEPT_OR_GROUP

Name: WRITE_PROG_SPECS_FOR_PW_MIS

Description: write program specifications to develop (Public
Works Department management information) system
proposals. [SORM: 260.b.(2)]

Type: Process
Not Repetitive
Online implementation suggested

Subordinate of: PROVIDE_PW_DEPT_MIS_SUPPORT

-End of Report-